



Department of Homeland Security

Non-Disaster (ND) GRANTS System

***Grantee
Training Manual
2011***

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
INTRODUCTION TO ND GRANTS	4
TRAINING ORGANIZATION.....	5
TRAINING AUDIENCE	5
PURPOSE AND ORGANIZATION OF TRAINING GUIDE.....	5
OBJECTIVES	5
MODULE 1: REGISTRATION AND LOGIN	6
MODULE 1: OVERVIEW	6
MODULE 1: OBJECTIVES	6
<i>Module 1: Lesson 1: Initial FEMA Registration and Logging into ND Grants.....</i>	<i>6</i>
<i>Module 1: Lesson 2: Logging into ND Grants.....</i>	<i>10</i>
<i>Module 1: Lesson 3: Organization and Navigation of Functions and Tasks</i>	<i>11</i>
<i>Module 1: Lesson 4: Using the Help Links.....</i>	<i>12</i>
MODULE 1: SUMMARY	14
MODULE 2: MANAGING ORGANIZATIONS	14
MODULE 2: OVERVIEW	14
MODULE 2: OBJECTIVES	14
<i>Module 2: Lesson 1: Viewing Organizations, Which You Belong</i>	<i>14</i>
<i>Module 2: Lesson 2: Adding an Organization.....</i>	<i>15</i>
<i>Module 2: Lesson 3: Updating an Organization</i>	<i>17</i>
<i>Module 2: Lesson 4: Creating an Organization Address Change Amendment</i>	<i>18</i>
<i>Module 2: Lesson 5: Requesting Access to Belong to an Organization.....</i>	<i>20</i>
<i>Module 2: Lesson 6: Reviewing/Approving Organization Access Requests from Other Users</i>	<i>21</i>
<i>Module 2: Lesson 7: Viewing Other Users with Access to Your Organization(s).....</i>	<i>25</i>
<i>Module 2: Lesson 8: Updating User Roles of Other Users</i>	<i>26</i>
<i>Module 2: Lesson 9: Adding Contacts for Organization(s).....</i>	<i>27</i>
<i>Module 2: Lesson 10: Updating a Contact.....</i>	<i>30</i>
MODULE 2: SUMMARY.....	30
MODULE 3: APPLICATION FUNCTIONALITY	31
MODULE 3: OVERVIEW	31
MODULE 3: OBJECTIVES	31
<i>Module 3: Lesson 1: Overview of Starting Applications in Grants.Gov.....</i>	<i>31</i>
<i>Module 3: Lesson 2: Monitoring Submitted Applications in ND Grants.....</i>	<i>35</i>
<i>Module 3: Lesson 3: Completing an Application in ND Grants</i>	<i>36</i>
MODULE 3: SUMMARY	44
MODULE 4: GRANTS MANAGEMENT FUNCTIONS	45
MODULE 4: OVERVIEW	45
MODULE 4: OBJECTIVES	45
<i>Module 4: Lesson 1: Reviewing, Accepting and Rejecting an Award.....</i>	<i>45</i>
<i>Module 4: Lesson 2: Viewing an Award.....</i>	<i>49</i>
<i>Module 4: Lesson 3: Submitting an 1199A Form (Direct Deposit Sign-up Form).....</i>	<i>51</i>

<i>Module 4: Lesson 4: Viewing Amendments for Award Packages</i>	51
<i>Module 4: Lesson 5: Creating Amendments for Award Packages</i>	54
<i>Module 4: Lesson 6: Updating Amendments</i>	61
<i>Module 4: lesson 7: Deleting Amendments</i>	62
<i>Module 4: Lesson 8: Viewing Performance Reports</i>	63
<i>Module 4: Lesson 9: Updating and Submitting Performance Reports</i>	65
MODULE 4: SUMMARY	66
MODULE 5: MAIL CENTER	67
MODULE 5: OVERVIEW	67
MODULE 5: OBJECTIVE	67
<i>Module 5: Lesson 1: Viewing Received Mail</i>	67
<i>Module 5: Lesson 2: Composing an Email (Contacting the Help Desk)</i>	68
<i>Module 5: Lesson 3: Reviewing Emails Saved as Drafts</i>	69
<i>Module 5: Lesson 4: Reviewing Emails Previously Sent by You</i>	69
MODULE 5: SUMMARY	70

INTRODUCTION TO ND GRANTS

Welcome to the ND Grants System! ND Grants is a new, highly configurable grants management system that will fulfill FEMA's strategic initiative to consolidate the entire non-disaster grants management lifecycle into a single system. In addition, ND Grants provides many upgraded features to help you manage your applications more efficiently. The ND Grants system was developed to:

- Consolidate a collection of disparate stove-piped and manual systems
- Improve on significant inefficiencies in the current systems
- Have the capability to configure new programs within the system without the involvement of developers

The system is being implemented via a phased approach in which system functionality is released to coincide with stakeholder need for the functionality. The first release of the system has functionality for:

- Grant application
- Award acceptance
- Amendments
- Performance Reporting

Future releases will have additional system functionalities that will allow ND Grants to support the entire grant lifecycle including functionality for award closeouts, sub-grantee functions, and financial payments.



NOTE: The current release of ND Grants does not have functionality for sub-grantees. Only primary grantees will be submitting applications and managing awards in ND Grants.

There are many ways that ND Grants will make your job as a grantee easier. Here are a few:

- ND Grants is a user friendly system and provides easy, logical access to all functions
- ND Grants makes tracking your applications and awards easier by providing various filter options
- Information will be automatically downloaded from Grants.gov applications into ND Grants applications for review
- The application is tailored to the Program Guidance of the funding opportunity
- ND Grants makes accepting or declining awards very simple and fast
- Email can be managed from a single location in a standard manner
- ND Grants makes managing and creating organizations much easier, specifically:
 - There will be less chance to have duplicate names for the same organization
 - Users assigned to an organization will have specific roles, which will enable them to perform specific operations for the organization
 - ND Grants provides the capability to view all organizations, whether you belong to them or not
 - ND Grants improves the process for managing an organization's contacts

TRAINING ORGANIZATION

TRAINING AUDIENCE

This training manual is relevant for all grantees that will create and manage applications and manage their awards in the ND Grants System. Though this training material is primarily for grantees, it will also benefit FEMA personnel who need to understand the grantee functionality in the system.

PURPOSE AND ORGANIZATION OF TRAINING GUIDE

The training manual is organized into modules corresponding to high-level functions within the system. Each module consists of a set of lessons that walk through the steps needed to complete the function (module). The modules are organized to follow the tasks a grantee would need to perform in the system. Modules and lessons build on the previous module/lesson and assume that the participant has completed the previous module/lesson. Each module has a brief overview on the purpose of the module along with a high-level flow of the function. Specific functional details of activities are provided under individual lessons.

OBJECTIVES

After completing this manual, you will know how to:

- Login to the system
- Describe the basic organization and screen navigation
- Understand how to submit an application via Grants.gov, and how to complete an application in ND Grants
- Manage grantee organizations and their contacts
- Create grantee organizations and handle access requests to the organizations from other grantee users
- Use the ND Grants email
- Review, accept, or reject awards
- View, update, and create amendments for award packages
- Review and submit performance reports

MODULE 1: REGISTRATION AND LOGIN**MODULE 1: OVERVIEW**

This module provides instruction on how to register for and log into the ND Grants System, as well as an overview of the organization of the tasks and functions that a grantee can perform in the ND Grants System.

MODULE 1: OBJECTIVES

At the end of this module, you will know how to:

- Register with FEMA
- Obtain a User ID and Password to use ND Grants
- Login to ND Grants
- Understand the organization and navigation of functions and tasks on the ND Grants homepage

MODULE 1: LESSON 1: INITIAL FEMA REGISTRATION AND LOGGING INTO ND GRANTS

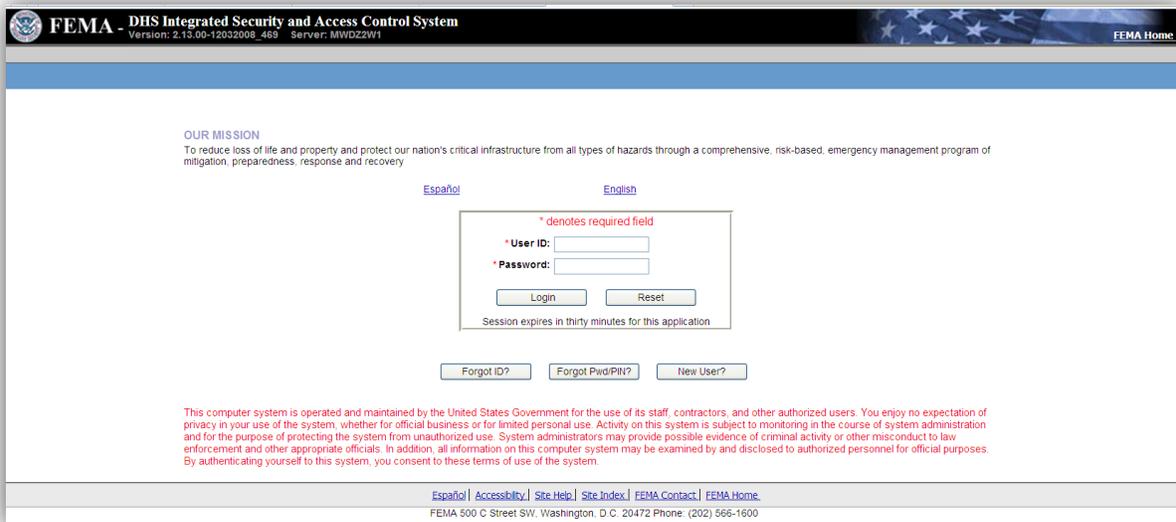
To get access to the ND Grants system you must first register with FEMA. Registration is a simple process that can be initiated in the ND Grants portal. After the registration process is complete with FEMA, you will have a User ID and password that can be used to log into ND Grants



NOTE: If you have already registered but forgot your User ID or password click on the *Forgot Password?* or the *Forgot ID?* help links for further assistance.

1 Go to <https://portal.fema.gov>

► The **FEMA Login Screen** will be displayed



The screenshot shows the FEMA login interface. At the top, it reads "FEMA - DHS Integrated Security and Access Control System" with version and server information. Below this is a blue header with "OUR MISSION" and a paragraph about protecting critical infrastructure. There are language options for "Español" and "English". The main login area contains a form with fields for "User ID" and "Password", both marked as required. Below the fields are "Login" and "Reset" buttons. A note states "Session expires in thirty minutes for this application". At the bottom of the form are links for "Forgot ID?", "Forgot Pwd/PIN?", and "New User?". A disclaimer at the bottom of the page states that the system is operated by the United States Government and that users consent to terms of use by authenticating.

- Click the *New User?* button at the bottom of the login screen
 - An **Image Verification Screen** *may be* displayed



- Enter the characters appearing above the entry box, and click the *Submit* button
 - A **Personal Information Screen** will be displayed

* denotes required field

PERSONAL INFORMATION

Title *

First Name *

Last Name *

LOGIN INFORMATION

You will need to save your user ID and password, it will be required each time you logon to the system.
Please note that user ID is converted to all lowercase characters.

User ID * minimum length is 7, maximum length is 14, cannot contain " , space character, ; #

ADDRESS

Street *

City *

State *

Zip Code * format is 01234, 01234-5678

ADDITIONAL ADDRESS

Street

City

State Abbreviation

Zip Code format is 01234, 01234-5678

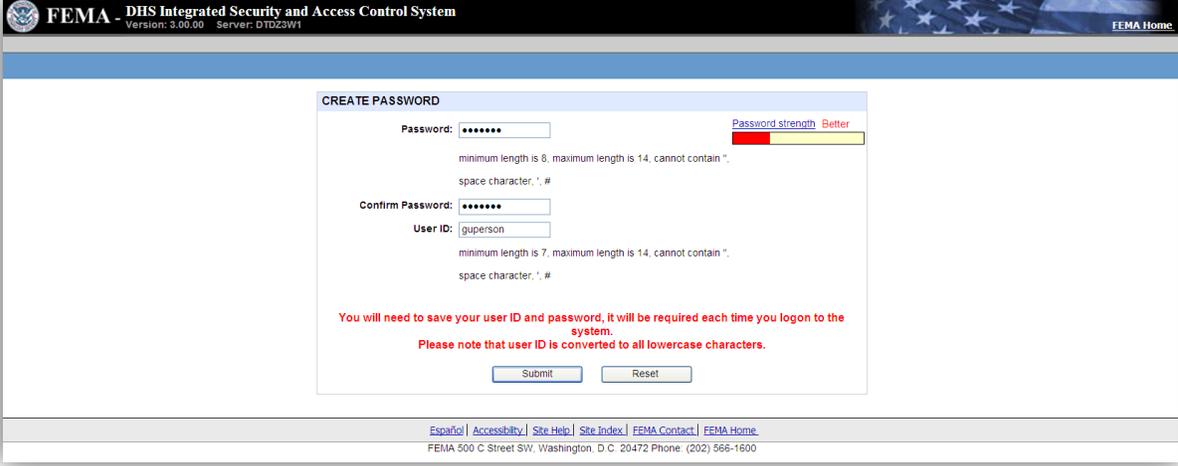
CONTACT(S)

Click the "Search" button to obtain a list of Organizations. Please do not enter duplicate names.

Organization

Contact/Business Phone * -- Business phone extension

- 4 Enter the information requested
- 5 After you finish entering the details on the **Personal Information Screen**, click the *Submit* button
▶ The **Create Password Screen** will be displayed



The screenshot shows the 'CREATE PASSWORD' screen of the FEMA DHS Integrated Security and Access Control System. The page header includes the FEMA logo, the text 'FEMA - DHS Integrated Security and Access Control System', version '3.00.00', server 'DTDZ3W1', and a 'FEMA Home' link. The main content area contains a form with the following fields and instructions:

- Password:** A text input field with masked characters. To its right is a 'Password strength' indicator showing a red bar and the word 'Better'.
- Instructions: 'minimum length is 8, maximum length is 14, cannot contain ', space character, ', #'
- Confirm Password:** A text input field with masked characters.
- User ID:** A text input field containing 'guperson'.
- Instructions: 'minimum length is 7, maximum length is 14, cannot contain ', space character, ', #'

Below the form, a red message states: 'You will need to save your user ID and password, it will be required each time you logon to the system. Please note that user ID is converted to all lowercase characters.' At the bottom of the form are 'Submit' and 'Reset' buttons. The footer contains links for 'Español', 'Accessibility', 'Site Help', 'Site Index', 'FEMA Contact', and 'FEMA Home', along with the address 'FEMA 500 C Street SW, Washington, D.C. 20472 Phone: (202) 566-1600'.

- 6 Enter your password and confirm your password, then click the *Submit* button. Please remember your password as it will be used to access ND Grants every time. The password must be 7-14 characters long and cannot contain any special characters.
▶ The **Congratulations Screen** will be displayed

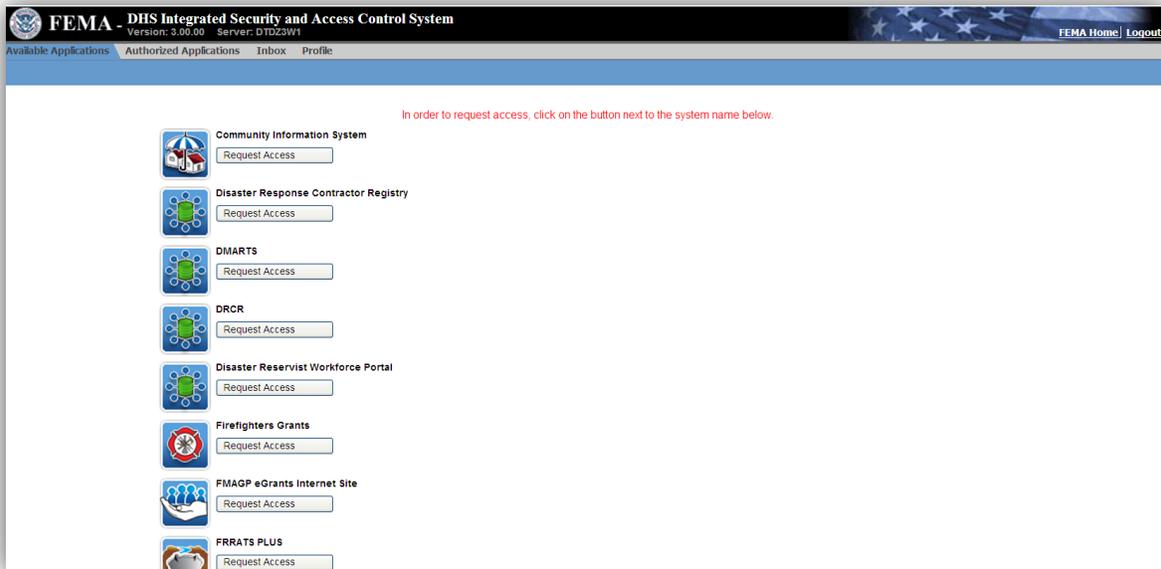


The screenshot shows the 'Congratulations' screen of the FEMA DHS Integrated Security and Access Control System. The page header includes the FEMA logo, the text 'FEMA - DHS Integrated Security and Access Control System', version '3.00.00', server 'DTDZ3W1', and links for 'FEMA Home' and 'Logout'. A navigation bar contains 'Available Applications', 'Authorized Applications', 'Inbox', and 'Profile'. The main content area displays the following message:

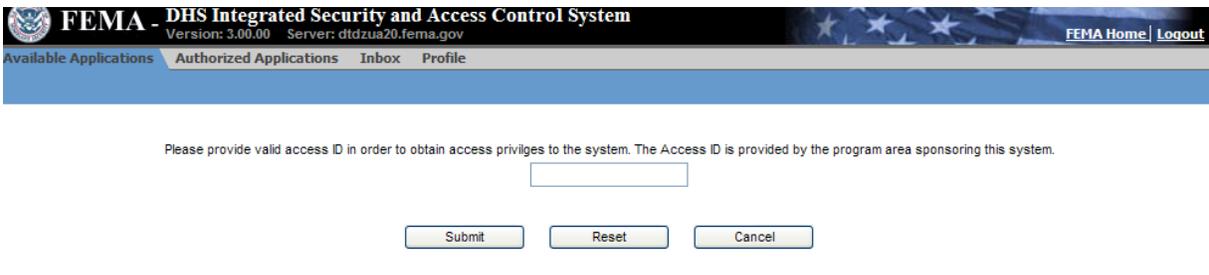
Congratulations! Your account is registered.
You currently do not have access to any applications. To request access, please click the button below.

Below the message is a button labeled 'Click here to request new privileges'. The footer contains links for 'Español', 'Accessibility', 'Site Help', 'Site Index', 'FEMA Contact', and 'FEMA Home', along with the address 'FEMA 500 C Street SW, Washington, D.C. 20472 Phone: (202) 566-1600'.

- 7 Click the *Click here to request new privileges* button
 - ▶ The **Request Access Screen** will be displayed



- 8 Scroll down the screen to find the **ND Grants** icon, and click the *Request Access* button next to the icon
 - ▶ The **Access ID Screen** will be displayed

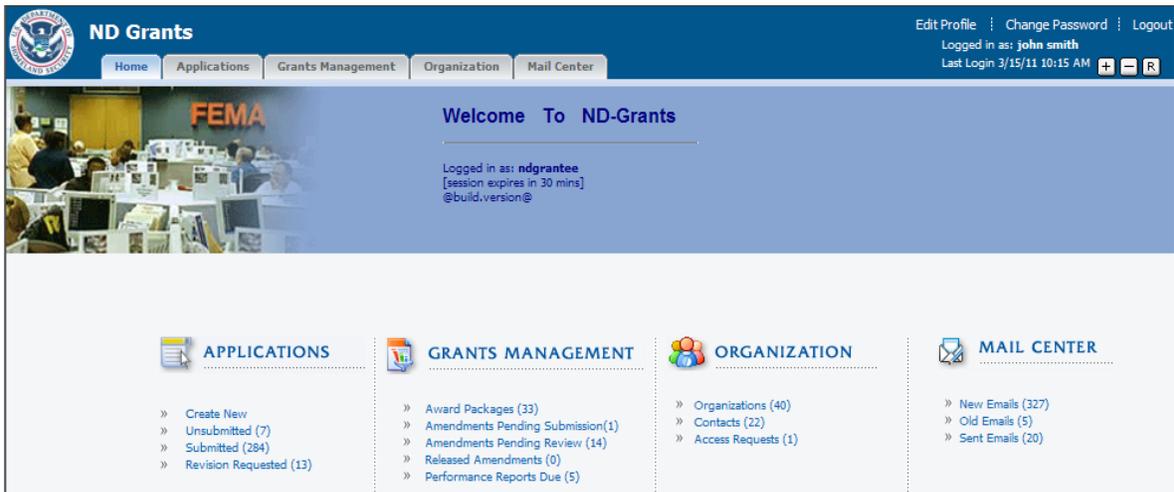


The screenshot shows the FEMA DHS Integrated Security and Access Control System interface for the Access ID screen. At the top, it displays the FEMA logo, version 3.00.00, and server information. Below the header, there are navigation tabs for 'Available Applications', 'Authorized Applications', 'Inbox', and 'Profile'. The main content area contains a text prompt: 'Please provide valid access ID in order to obtain access privileges to the system. The Access ID is provided by the program area sponsoring this system.' Below the prompt is a text input field. At the bottom, there are three buttons: 'Submit', 'Reset', and 'Cancel'.



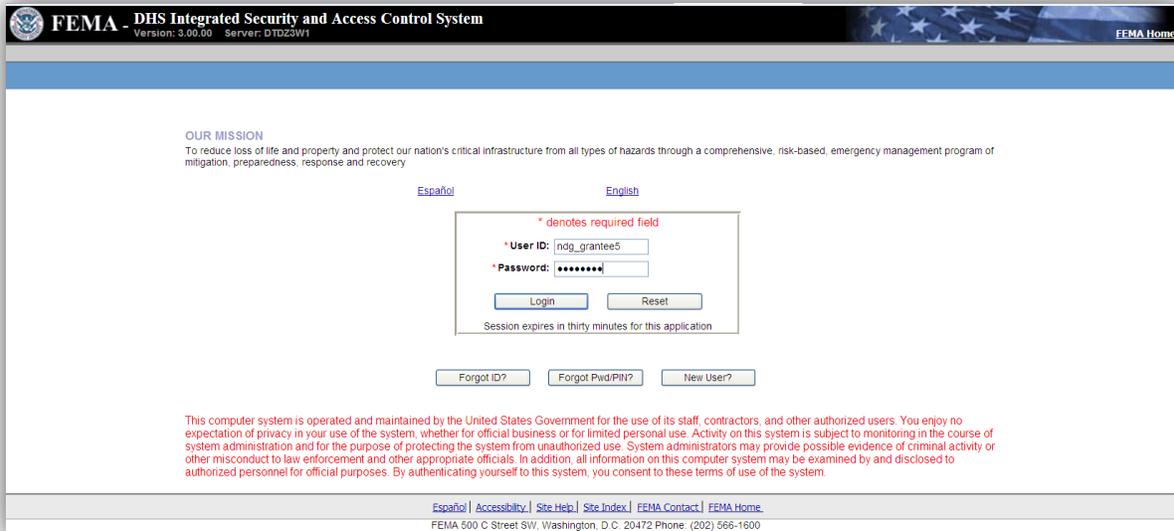
NOTE: If you are not participating in an in-person ND Grants training session, you can request the access code by calling the Enterprise Service Desk at 1-888-457-3362 or sending an email to fema-enterprise-service-desk@fema.gov.

- 9 Enter access code and click the *Submit* button
 - ▶ Your **Grantee Home Page Screen** will be displayed indicating that you successfully logged into ND Grants

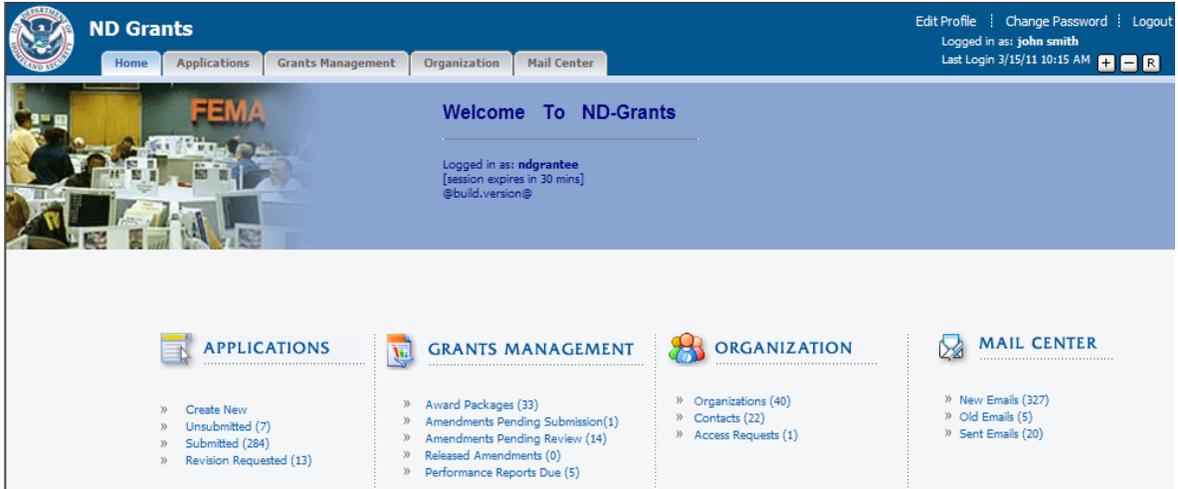


MODULE 1: LESSON 2: LOGGING INTO ND GRANTS

- 1 Enter <https://portal.fema.gov> into your web browser.
 - ▶ The **FEMA Login Screen** will be displayed



- 2 Login using your User ID and password
- 3 Click the *Login* button
 - ▶ Your **Grantee Homepage Screen** will be displayed



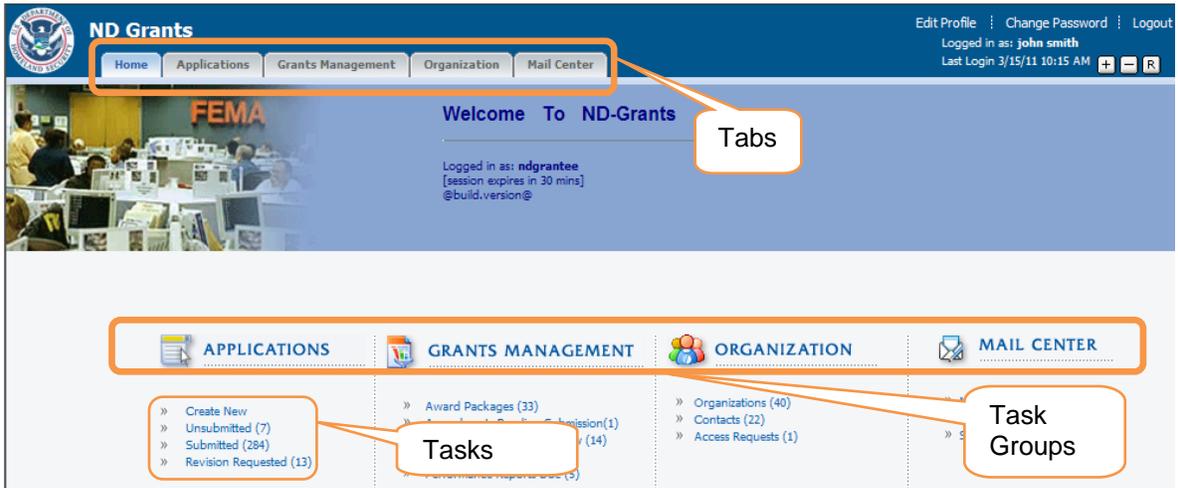
ND Grants | Edit Profile | Change Password | Logout
 Logged in as: john smith
 Last Login 3/15/11 10:15 AM

Home | Applications | Grants Management | Organization | Mail Center

Welcome To ND-Grants

Logged in as: ndgrantee
 [session expires in 30 mins]
 @build.version@

APPLICATIONS	GRANTS MANAGEMENT	ORGANIZATION	MAIL CENTER
<ul style="list-style-type: none"> » Create New » Unsubmitted (7) » Submitted (284) » Revision Requested (13) 	<ul style="list-style-type: none"> » Award Packages (33) » Amendments Pending Submission(1) » Amendments Pending Review (14) » Released Amendments (0) » Performance Reports Due (5) 	<ul style="list-style-type: none"> » Organizations (40) » Contacts (22) » Access Requests (1) 	<ul style="list-style-type: none"> » New Emails (327) » Old Emails (5) » Sent Emails (20)

MODULE 1: LESSON 3: ORGANIZATION AND NAVIGATION OF FUNCTIONS AND TASKS


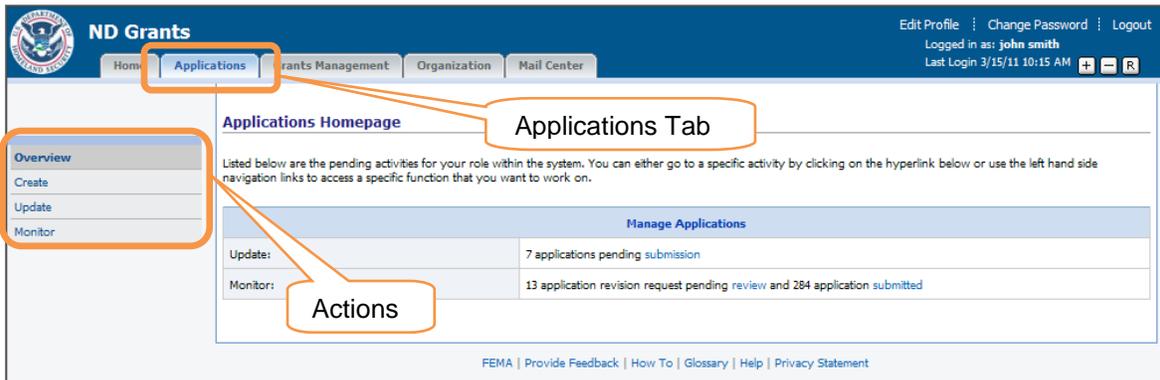
ND Grants | Edit Profile | Change Password | Logout
 Logged in as: john smith
 Last Login 3/15/11 10:15 AM

Home | Applications | Grants Management | Organization | Mail Center

Welcome To ND-Grants

Logged in as: ndgrantee
 [session expires in 30 mins]
 @build.version@

APPLICATIONS	GRANTS MANAGEMENT	ORGANIZATION	MAIL CENTER
<ul style="list-style-type: none"> » Create New » Unsubmitted (7) » Submitted (284) » Revision Requested (13) 	<ul style="list-style-type: none"> » Award Packages (33) » Amendments Pending Submission(1) » Amendments Pending Review (14) » Released Amendments (0) » Performance Reports Due (5) 	<ul style="list-style-type: none"> » Organizations (40) » Contacts (22) » Access Requests (1) 	<ul style="list-style-type: none"> » New Emails (327) » Old Emails (5) » Sent Emails (20)



ND Grants | Edit Profile | Change Password | Logout
 Logged in as: john smith
 Last Login 3/15/11 10:15 AM

Home | Applications | Grants Management | Organization | Mail Center

Applications Homepage

Listed below are the pending activities for your role within the system. You can either go to a specific activity by clicking on the hyperlink below or use the left hand side navigation links to access a specific function that you want to work on.

Manage Applications	
Update:	7 applications pending submission
Monitor:	13 application revision request pending review and 284 application submitted

Overview
 Create
 Update
 Monitor

The following are the components of the system screens:

Tab: The Home page has five tabs – Home, Applications, Grants Management, Organization, and Mail Center. These tabs help organize the functionality in a logical way. The tabs are organized to follow the tasks that the grantee has to complete. Similar tasks are grouped together. For example, the Applications tab contains all the functions related to the creation and managing of applications.

Task Groups: The Home Page has four task groups: Applications, Grants Management, Organization and Mail Center. The task groups categorize the grantee tasks into the different functional areas corresponding with the tabs on the top left corner of the screen. The task groups provide a quick and organized way to access all of the tasks contained within each tab.

Tasks: The individual grantee tasks are listed under each task group. For example, the Applications function column may have up to four tasks: Create New, Unsubmitted, Submitted, and Revision Requested. The number of pending records for the task is also displayed in parenthesis after the task name.

Actions: When the screen related to each tab (or task group) is displayed, there are several links on the left hand navigation bar, which are called actions. For example under the Applications Tab, there are three actions: Create, Update, and Monitor. Other tabs have other actions that follow the same principal.

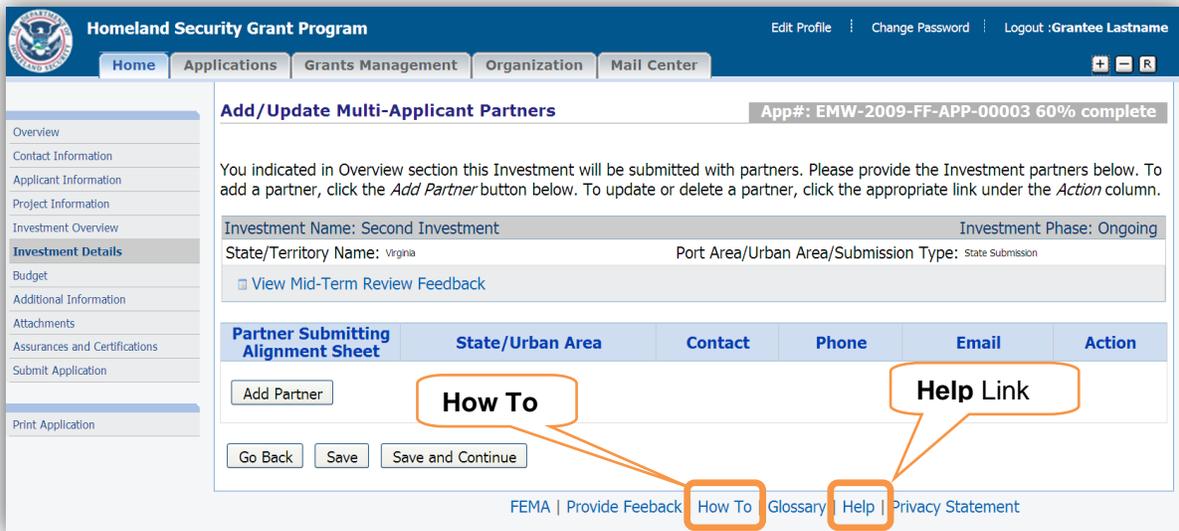


NOTE: The actions are also referred to as *left hand menu links* in the training manual.

MODULE 1: LESSON 4: USING THE HELP LINKS

ND Grants has a comprehensive Help Guide that will provide help on any particular screen or function. The bottom portion of each screen in ND Grants contains two types of Help links:

- The [Help](#) link
- The [How to](#) link

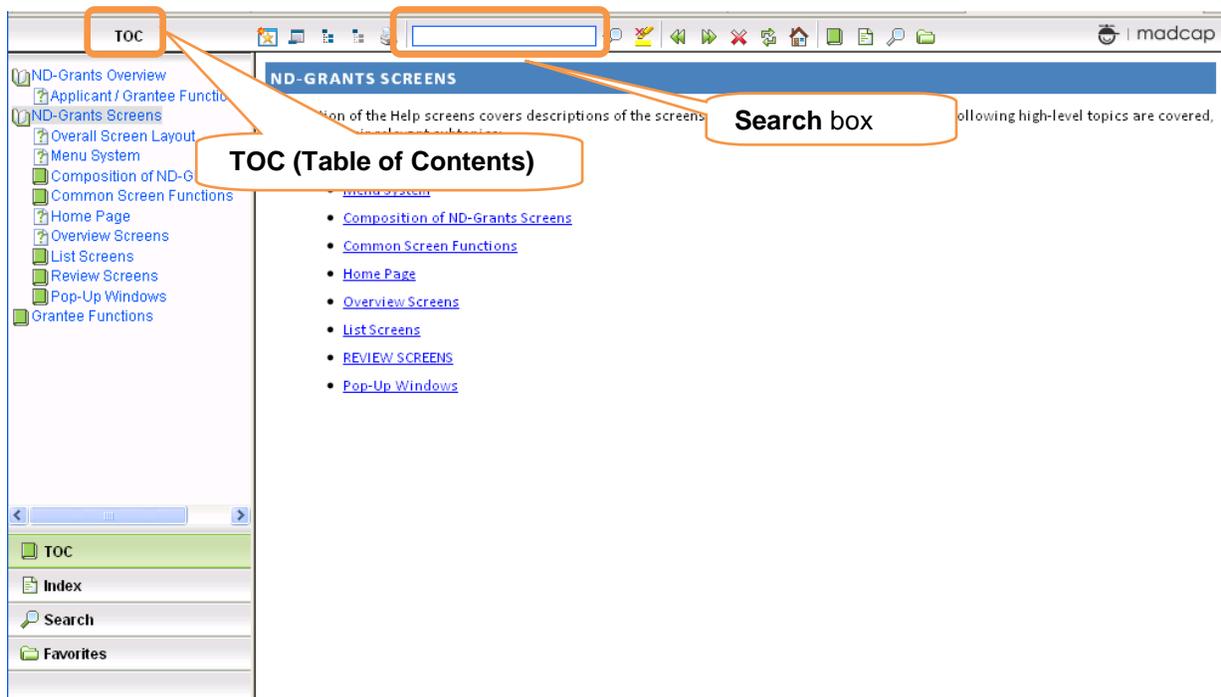


The screenshot displays the 'Homeland Security Grant Program' interface. The top navigation bar includes 'Home', 'Applications', 'Grants Management', 'Organization', and 'Mail Center'. The left-hand navigation menu lists various sections. The main content area shows details for an investment named 'Second Investment' in Virginia. At the bottom of the screen, there are buttons for 'Add Partner', 'Go Back', 'Save', and 'Save and Continue'. Two callout boxes highlight the 'How To' and 'Help Link' links in the footer navigation area.

- 1 Login to ND Grants and click on the **Applications** tab

- 2 Click the [Help](#) link on the bottom of the **Applications Homepage** screen
 - ▶ In a new window, the main **Help** screen will be displayed.
- 3 Click on the [Table of Contents](#) (TOC) links and select the corresponding link to the topic you would like to learn more about.
 - ▶ The topic you selected will be displayed on the right hand side of the screen.
- 4 To close the Help window, click on the **X** (Close Tab) on the top right corner of the web page.

	NOTE: Alternatively, you can also use the Search feature on the top of the screen to assist you in finding specific help screens.
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	Clicking the How To link in ND Grants will open a new window displaying simplified, step-by-step instructions on how to complete each major function when completing an application. Each set of instructions is accompanied with a basic flow diagram. The How To help has a Table of Contents and a search feature to assist you in finding functions.
	Note: There are some context-sensitive help links within the text on some of the screens. Clicking these links will display an explanation of the term, or displays the relevant webpage. These help links appear in blue.

MODULE 1: SUMMARY

After completing this module, you should be able to create a new FEMA User ID and password, log into ND Grants, understand the basic organization and navigation of the functions and tasks on the home page, and find the online help guide.

MODULE 2: MANAGING ORGANIZATIONS

MODULE 2: OVERVIEW

In order to perform work on any applications or awards, you must belong to the organization with which the application or award is associated. The **Organization** tab allows users to perform tasks related to organizations to which they belong. Grantees can add / update the organization and add default contacts for organization(s). In addition, from the Organization tab, you can manage organizations; view organizations to which you do not belong and request access; view other grantees with access to your organizations; and review / approve organization access requests.

Users that do not currently belong to an organization must request access to it; only an Organization Administrator can approve the access requests. Users can view other users who belong to the same organizations as they do. Users with the Organization Administrator privilege can update the organization information and modify other user's privileges for the organization.

In order to perform any of the manage organization functions; you must be on the **Organization** tab at the top of the screen.



NOTE: Applications and awards will **not be listed on your screen** if you do not belong to the organization with which they are associated.

MODULE 2: OBJECTIVES

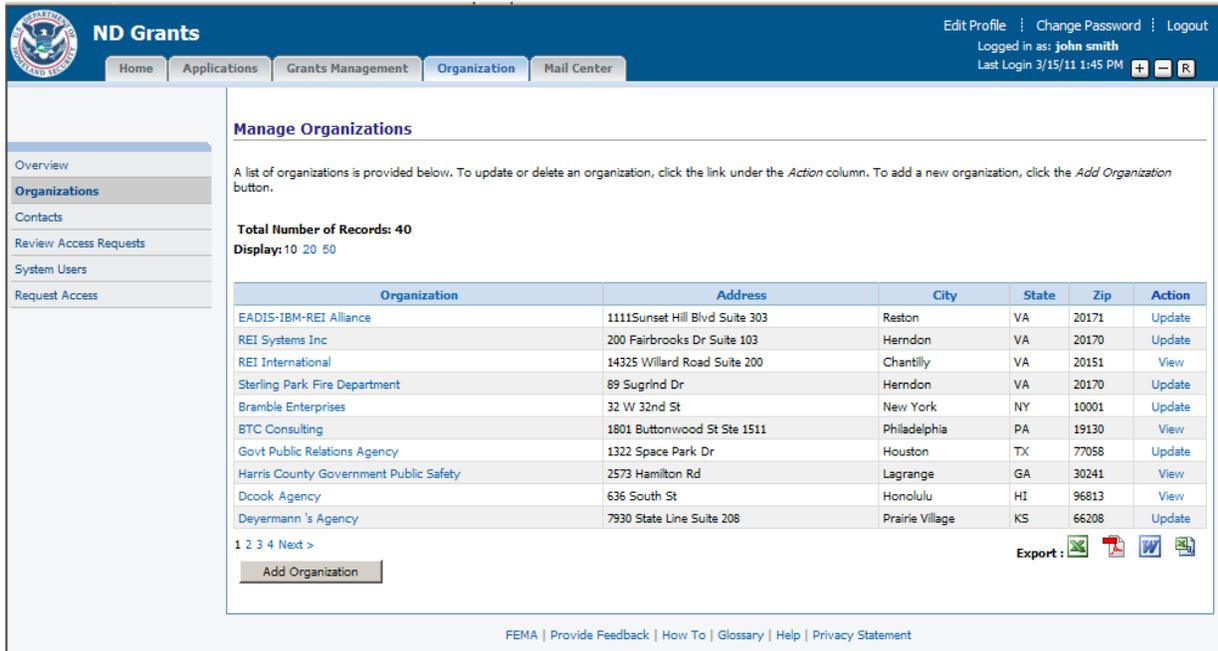
At the end of this module, you will know how to:

- View organizations to which you already belong
- Add a new organization
- Update an organization to which you belong
- Add and update contacts for the organizations that you belong
- View organizations to which you do not have access and request access
- View other users with access to your organizations
- Modify other user's roles for your organization (as the Organization Administrator)

MODULE 2: LESSON 1: VIEWING ORGANIZATIONS, WHICH YOU BELONG

Organizations you belong to will be listed on the **Select Organization** screen, which is the first screen displayed when you create an application. If you belong to an organization, you can add contacts for the organization and additional system users of the organization.

- 1 Under the **Organization** tab, click the **Organizations** left hand menu link
 - ▶ The **Manage Organizations** screen will be displayed, listing all the organizations which you belong



ND Grants Edit Profile | Change Password | Logout
 Logged in as: john smith
 Last Login 3/15/11 1:45 PM

Home Applications Grants Management **Organization** Mail Center

Manage Organizations

A list of organizations is provided below. To update or delete an organization, click the link under the *Action* column. To add a new organization, click the *Add Organization* button.

Total Number of Records: 40
Display: 10 20 50

Organization	Address	City	State	Zip	Action
EADIS-IBM-REI Alliance	1111Sunset Hill Blvd Suite 303	Reston	VA	20171	Update
REI Systems Inc	200 Fairbrooks Dr Suite 103	Herndon	VA	20170	Update
REI International	14325 Willard Road Suite 200	Chantilly	VA	20151	View
Sterling Park Fire Department	89 Sugrind Dr	Herndon	VA	20170	Update
Bramble Enterprises	32 W 32nd St	New York	NY	10001	Update
BTC Consulting	1801 Buttonwood St Ste 1511	Philadelphia	PA	19130	View
Govt Public Relations Agency	1322 Space Park Dr	Houston	TX	77058	Update
Harris County Government Public Safety	2573 Hamilton Rd	Lagrange	GA	30241	View
Dcook Agency	636 South St	Honolulu	HI	96813	View
Deyermann 's Agency	7930 State Line Suite 208	Prairie Village	KS	66208	Update

1 2 3 4 Next >

Add Organization

Export:    

FEMA | Provide Feedback | How To | Glossary | Help | Privacy Statement

MODULE 2: LESSON: 2: ADDING AN ORGANIZATION

- Under the **Organization** tab, click the **Organizations** left hand menu link
 - ▶ The **Manage Organizations** screen will be displayed, listing all the organizations which you belong
- Click the **Add Organization** button
 - ▶ The **Add/Update Organization** screen will be displayed



ND Grants

[Edit Profile](#) | [Change Password](#) | [Logout](#)
 Logged in as: **john smith**
 Last Login 3/15/11 1:45 PM

[Home](#) | [Applications](#) | [Grants Management](#) | [Organization](#) | [Mail Center](#)

Overview

Organizations

Contacts

Review Access Requests

System Users

Request Access

Add/Update Organization

Please provide the following organization information. When you are finished, click the *Save and Continue* button below.

Note: Fields marked with an * are required.

Organization Information

* Organization Name:

* Employer Identification Number: (e.g. 12-3456789) ?

* Are you sharing an EIN with another organization? No Yes

If yes, please enter the name of the entity with whom you share an EIN:

* Does your organization have a DUNS Number? No Yes ?

If yes, please enter the DUNS Number: ?

* Organization Type:

If you selected Other above, please specify:

Headquarters or Main Station Physical Address

* Address1:

Address2:

* City:

* State:

* Zip: - (e.g. 12345-6789) [Need help for ZIP+4?](#)

* Congressional District: - (e.g. 001)

Mailing Address *

Same As Physical Address: ?

Address 1:

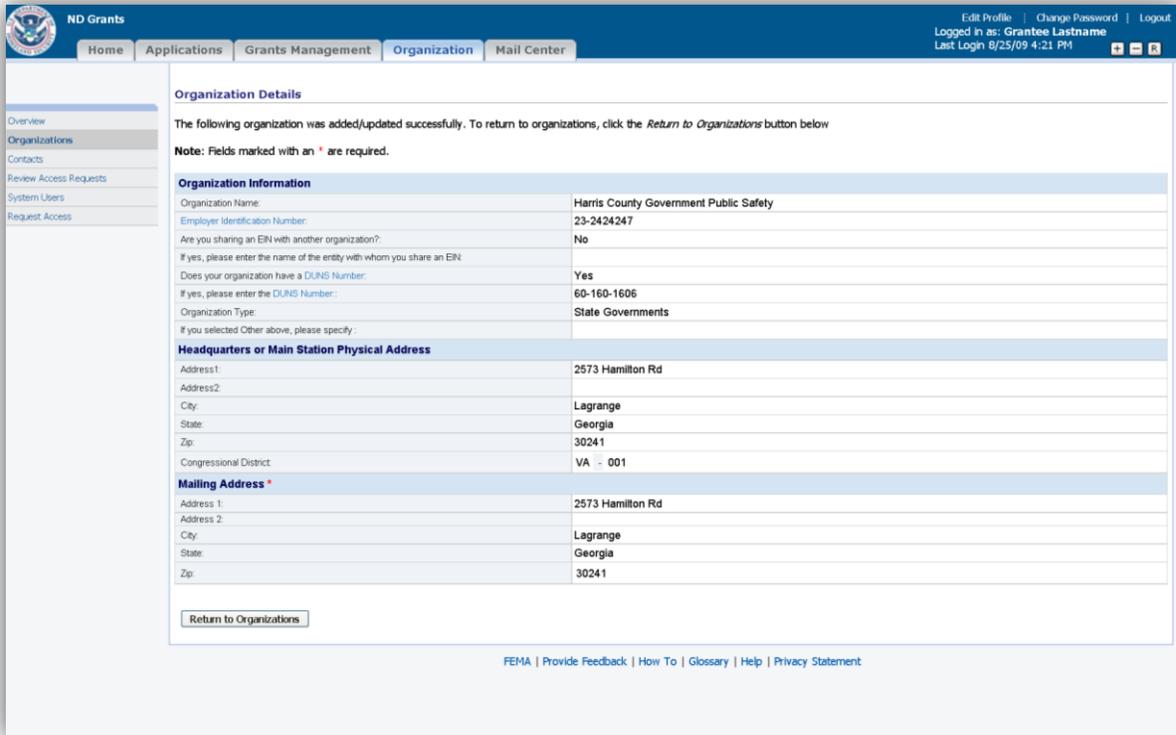
Address 2:

City:

State:

Zip: - [Need help for ZIP+4?](#)

- 3 Complete the organization details and click the *Save and Continue* button
 - ▶ The **Organization Details** (confirmation) screen will be displayed



ND Grants Edit Profile | Change Password | Logout
 Logged in as: **Grantee Lastname**
 Last Login 8/25/09 4:21 PM

Home Applications Grants Management **Organization** Mail Center

Organization Details

The following organization was added/updated successfully. To return to organizations, click the *Return to Organizations* button below

Note: Fields marked with an * are required.

Organization Information

Organization Name:	Harris County Government Public Safety
Employer Identification Number:	23-2424247
Are you sharing an EIN with another organization?:	No
If yes, please enter the name of the entity with whom you share an EIN:	
Does your organization have a DUNS Number:	Yes
If yes, please enter the DUNS Number:	60-160-1606
Organization Type:	State Governments
If you selected Other above, please specify:	

Headquarters or Main Station Physical Address

Address1:	2573 Hamilton Rd
Address2:	
City:	Lagrange
State:	Georgia
Zip:	30241
Congressional District:	VA - 001

Mailing Address *

Address 1:	2573 Hamilton Rd
Address 2:	
City:	Lagrange
State:	Georgia
Zip:	30241

FEMA | Provide Feedback | How To | Glossary | Help | Privacy Statement

- 4 Click the *Return to Organizations* button
 - ▶ The **Manage Organizations** screen will be re-displayed

MODULE 2: LESSON: 3: UPDATING AN ORGANIZATION

Only the Organization Administrator can update the organization's information. Once application(s) have been submitted by the organization, the Organization Administrator will not be able to update the organization's information as described below, but instead will need to create an Organization Address Change amendment (see Lesson 4).

Manage Organizations

A list of organizations is provided below. To update or delete an organization, click the link under the *Action* column. To add a new organization, click the *Add Organization* button.

Total Number of Records: 31

Display: 10 20 50

Organization	Address	City	State	Zip	Action
Western	1000 Main St	Seattle	WA	99828	Update
Central	900 Central Ave Suite 2000	Davenport	IA	22234	View
Eastern	321 adf	New York	NY	28393	View
Southern Organization	999 Test St	Seattle	WA	12345	Update
Davenport Fire Department	12345 Main St.	Davenport	IA	52806	View
Steph Vendor Test	test 2001	Test 22	AK	00000	Update
Northern	928 Front St	Chicago	IL	89099	View
Katie's Organization	1111 test drive	Baltimore	MD	20720	View
Steph Test 2	100 St	Washington	DC	11111	View
REI Systems Inc	101 Fairbrook Ave	Herndon	VA	12345	View

1 2 3 4 Next >

Export:    

- 1 Under the **Organization** tab, click the **Organizations** left hand menu link
 - ▶ The **Manage Organizations** screen will be displayed, listing all the organizations which you belong

- 2 Click the [Update](#) link for the organization you want to update
 - ▶ The **Add/Update Organization** screen will be displayed, listing the current organization details
- 3 Modify the organization details and click the *Save and Continue* button
 - ▶ The **Organization Details** (confirmation) screen will be displayed
- 4 Click the *Return to Organizations* button
 - ▶ The **Manage Organizations** screen will be re-displayed



NOTE: Once an organization submits an application, the [View](#) link will be displayed for the organization on the **Manage Organization** Screen, indicating that the organization information can only be modified by creating an Organization Address Change amendment.

The organization information fields are read-only for grantee users who do not have the Organization Administrator role.

MODULE 2: LESSON 4: CREATING AN ORGANIZATION ADDRESS CHANGE AMENDMENT

Once the organization submits an application, the organization's address can only be changed by creating an Organization Address Change amendment. Only the Organization Administrator has the right to update the organization's information or create an Organization Address Change amendment.

- 1 Under the **Organization** tab, click the [Organizations](#) left hand menu link
 - ▶ The **Manage Organizations** screen will be displayed, listing all the organizations, which you belong.
- 2 Click the [View](#) link for the organization you want to update
 - ▶ The **Organization Details** screen will be displayed, listing the current organization details

[Edit Profile](#) | [Change Password](#) | [Logout](#)
 Logged in as: **grantee group**
 Last Login 6/18/10 1:24 PM


ND Grants

[Home](#) | [Applications](#) | [Grants Management](#) | [Organization](#) | [Mail Center](#)

Organization Details

The following organization was added/updated successfully. To return to organizations, click the *Return to Organizations* button below

Note: Fields marked with an * are required.

Organization Information	
Organization Name:	Western
Employer Identification Number:	12-1234567
Are you sharing an EIN with another organization?	No
If yes, please enter the name of the entity with whom you share an EIN:	
Does your organization have a DUNS Number?	Yes
If yes, please enter the DUNS Number:	12-123-1234
Organization Type:	State
If you selected Other above, please specify:	
Headquarters or Main Station Physical Address	
Address1:	1000 Main St
Address2:	
City:	Seattle
State:	Washington
Zip:	99828 1928
Congressional District:	WA - 001
Mailing Address *	
Address 1:	1000 Main St
Address 2:	
City:	Seattle
State:	Washington
Zip:	99828 1928
Congressional District:	WA - 001
Mailing Address *	
Address 1:	1000 Main St
Address 2:	
City:	Seattle
State:	Washington
Zip:	99828 1928

Return to Organizations
Create Amendment

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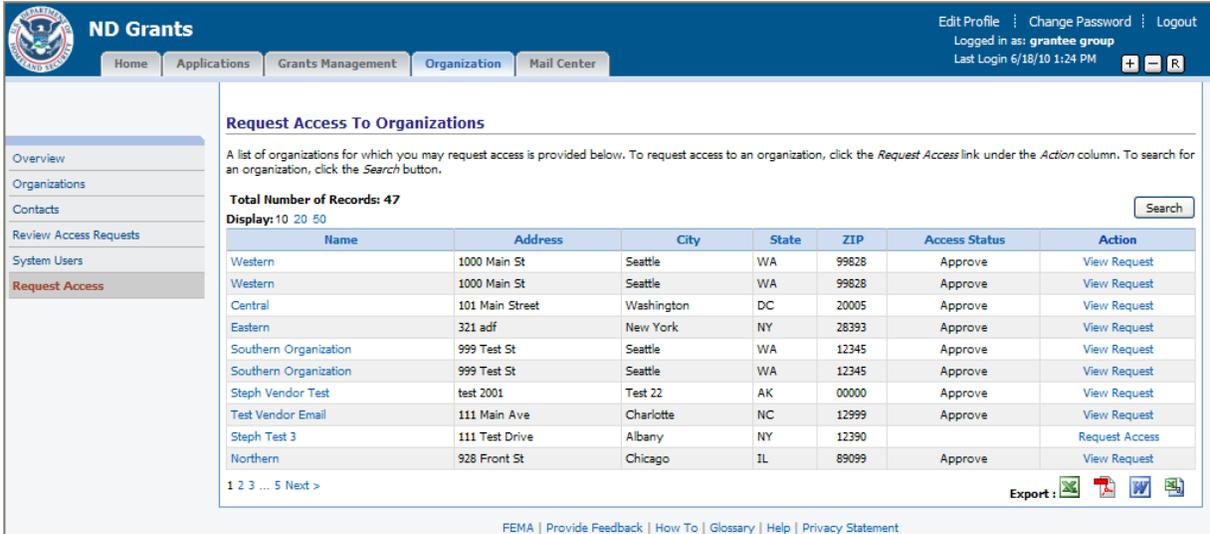
- 3 Click the *Create Amendment* button
 - ▶ The **Create Organization Address Amendment** screen will be displayed, allowing you to update the physical and mailing address of the organization.
- 4 Update the organization information on the screen and click the *Save and Continue* button
 - ▶ The **Organization Address Amendment Confirmation** screen will be displayed, listing any awards that have an in-progress amendment or deobligation. The Organization Address Amendment cannot be submitted until the outstanding amendments and deobligations for the award are processed.
- 5 Once the amendment is submitted, an Organization Address Change amendment will be automatically created and approved for each award submitted by the organization.



NOTE: The organization address change will automatically be reflected on applications that have not yet been submitted.

MODULE 2: LESSON 5: REQUESTING ACCESS TO BELONG TO AN ORGANIZATION

- Under the **Organization** tab, click the [Request Access](#) left hand menu link
 - ▶ The **Request Access to Organizations** screen will be displayed. The screen will list all the organizations to which you do not belong.



ND Grants | Edit Profile | Change Password | Logout
 Logged in as: grantee group
 Last Login 6/18/10 1:24 PM

Home | Applications | Grants Management | **Organization** | Mail Center

Request Access To Organizations

A list of organizations for which you may request access is provided below. To request access to an organization, click the *Request Access* link under the *Action* column. To search for an organization, click the *Search* button.

Total Number of Records: 47
 Display: 10 20 50

Name	Address	City	State	ZIP	Access Status	Action
Western	1000 Main St	Seattle	WA	99828	Approve	View Request
Western	1000 Main St	Seattle	WA	99828	Approve	View Request
Central	101 Main Street	Washington	DC	20005	Approve	View Request
Eastern	321 adf	New York	NY	28393	Approve	View Request
Southern Organization	999 Test St	Seattle	WA	12345	Approve	View Request
Southern Organization	999 Test St	Seattle	WA	12345	Approve	View Request
Steph Vendor Test	test 2001	Test 22	AK	00000	Approve	View Request
Test Vendor Email	111 Main Ave	Charlotte	NC	12999	Approve	View Request
Steph Test 3	111 Test Drive	Albany	NY	12390		Request Access
Northern	928 Front St	Chicago	IL	89099	Approve	View Request

1 2 3 ... 5 Next >

Export:    

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- Find the organization to which you want to request access. If you do not see it listed on the screen, click the *Search* button to find it.
- Click the [Request Access](#) link next to the organization to which you want access
 - ▶ The **Request Access** screen will be displayed



Request Access

You have selected to request access to the organization provided below. To continue, click the *Submit* button. To cancel, click the *Go Back* button.

Note: Fields marked with an * are required.

Organization Information

Organization Name: D M Construction

Headquarters or Main Station Physical Address

Address1: 773 E Broadway
 Address2:
 City: Boston
 State: Massachusetts
 Zip: 02127
 Congressional District: -

Contact Address

Address 1: 773 E Broadway
 Address 2:
 City: Boston
 State: 22
 Zip: 02127

Access Request Comments

* Message:

(4000 characters left)

[Go Back](#) [Submit](#)

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- 4 Provide your reasons for requesting the access under the *Access Request Comments* section in the Message box, and then click the *Submit* button.

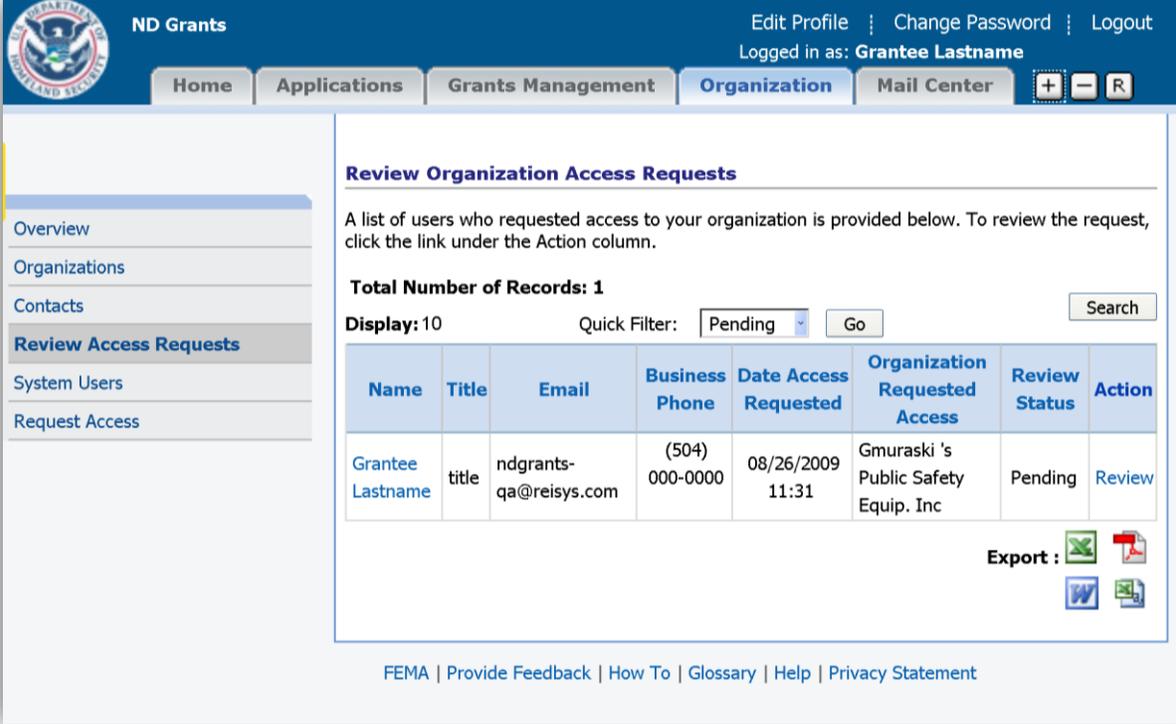


NOTE: Check your email to see if your access request was approved. You can also click the [Organizations](#) left hand menu link to see if the organization is listed as one of the organizations to which you belong.

MODULE 2: LESSON 6: REVIEWING/APPROVING ORGANIZATION ACCESS REQUESTS FROM OTHER USERS

Only the Organization Administrator can approve access requests for the organization.

- Under the **Organization** tab, click the [Review Access Requests](#) left hand menu link
 - The **Review Organization Access Requests** screen will be displayed, listing your outstanding access requests.



ND Grants Edit Profile | Change Password | Logout
 Logged in as: **Grantee Lastname**

Home Applications Grants Management **Organization** Mail Center

Review Organization Access Requests

A list of users who requested access to your organization is provided below. To review the request, click the link under the Action column.

Total Number of Records: 1

Display: 10 Quick Filter: Pending Go Search

Name	Title	Email	Business Phone	Date Access Requested	Organization Requested Access	Review Status	Action
Grantee Lastname	title	ndgrants-qa@reisis.com	(504) 000-0000	08/26/2009 11:31	Gmuraski 's Public Safety Equip. Inc	Pending	Review

Export:    

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- Click the [Review](#) link next to the access request you want to review
 - The **Review Organization Access Request** screen will be displayed. The screen will display the details of the access request.

 **ND Grants**

[Edit Profile](#) | [Change Password](#) | [Logout](#)
 Logged in as: **john smith**
 Last Login 3/16/11 1:43 PM

Home
Applications
Grants Management
Organization
Mail Center

Review Organization Access Request

Access request details for the selected user are provided below. Review the request and select the appropriate status. When you are finished, click the *Save and Continue* button.

Note: Fields marked with an * are required.

User Information	
Title:	Ms
Prefix:	
First Name:	john
Middle Name:	
Last Name:	smith
Business Phone:	(703) 555-5555 Ext.
Home Phone:	Ext.
Fax:	
Email:	bnwugwo@femaeadis.com
Address 1:	180 s bell st
Address 2:	
City:	arlington
State:	Virginia
Zip:	22202

Organization Requested Access	
Organization Name:	Training State Administrative Agency
If yes, please enter the DUNS Number:	01-010-1010
Address1:	101 Main Street
Address2:	
City:	Washington
State:	District Of Columbia

Access Request Comments	
Message:	Access, please!

Access Authorization	
* Authorization Status	<input type="radio"/> Pending <input type="radio"/> Approve <input type="radio"/> Deny
Role:	<input checked="" type="checkbox"/> Financial Specialist <input checked="" type="checkbox"/> Grant Writer <input checked="" type="checkbox"/> Organization Administrator <input checked="" type="checkbox"/> Authorizing Official <input checked="" type="checkbox"/> Grant Administrator
* Comments:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <div style="background-color: #f0f0f0; padding: 2px; border-bottom: 1px solid #ccc;"> B I U </div> <div style="padding: 5px;"> B I U </div> </div>

(4000 characters left)

Go Back
Save
Save and Continue

3 Review the access request

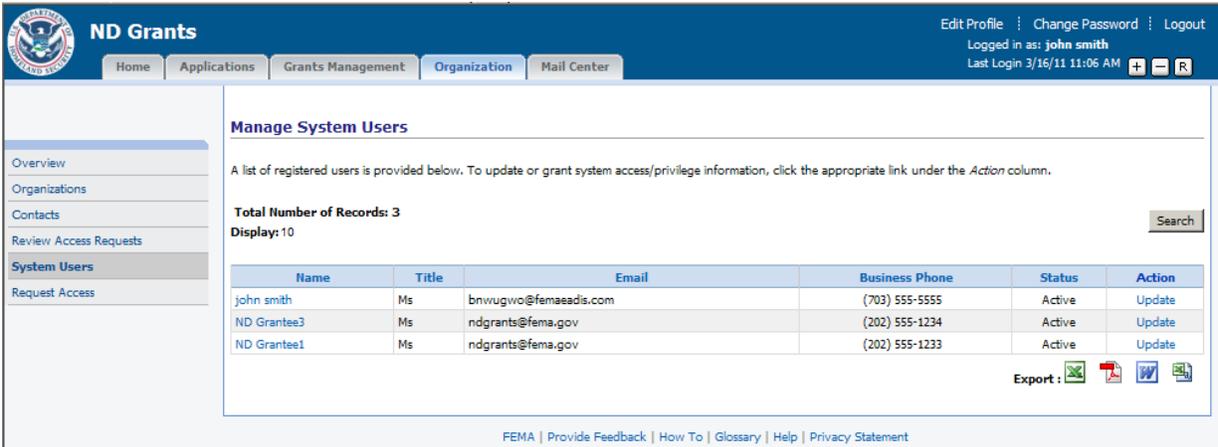
- I. Select the *Approve* (or *Deny*) Status
- II. Select the roles(s) you want to grant the user
- III. Enter the text of the email message that you want to send to the person requesting the access in the *Comments* box

User Roles	Functions
Organization Administrator	Approve access requests to organization profile
Authorizing Official	Complete, sign, and submit application(s); Accept award package(s); Complete and submit amendment(s) and performance report(s)
Signing Authority	The individual who is authorized to enter into a grant agreement with the Federal government on behalf of the organization. Does not have to be a system user.
Grant Writer	Complete Application(s). Cannot submit applications or sign Assurances and Certifications.
Financial Specialist	Request payments (Payments will not be supported by ND Grants at this time.)
Grant Administrator	Complete Application(s); Complete and submit amendment(s) and performance report(s)
Type of Contact	Functions
Primary Contact	Main point-of-contact for the grant
Secondary Contact	Secondary point-of-contact for the grant
Status of Contact	Capacity
Active Contact	May be selected for any user roles or as the primary or secondary contact
Inactive Contact	Remains within the system, but is not available for use

- 4 Click the *Save and Continue* button
 - ▶ The **Review Organization Access Requests** screen will be re-displayed

MODULE 2: LESSON 7: VIEWING OTHER USERS WITH ACCESS TO YOUR ORGANIZATION(S)

- 1 Under the **Organization** tab, click the [System Users](#) left hand menu link
 - ▶ The **Manage System Users** screen will be displayed. The screen lists all the users that belong to any of the organizations to which you belong.



ND Grants | Edit Profile | Change Password | Logout
 Logged in as: **john.smith**
 Last Login 3/16/11 11:06 AM

Home | Applications | Grants Management | **Organization** | Mail Center

Manage System Users

A list of registered users is provided below. To update or grant system access/privilege information, click the appropriate link under the *Action* column.

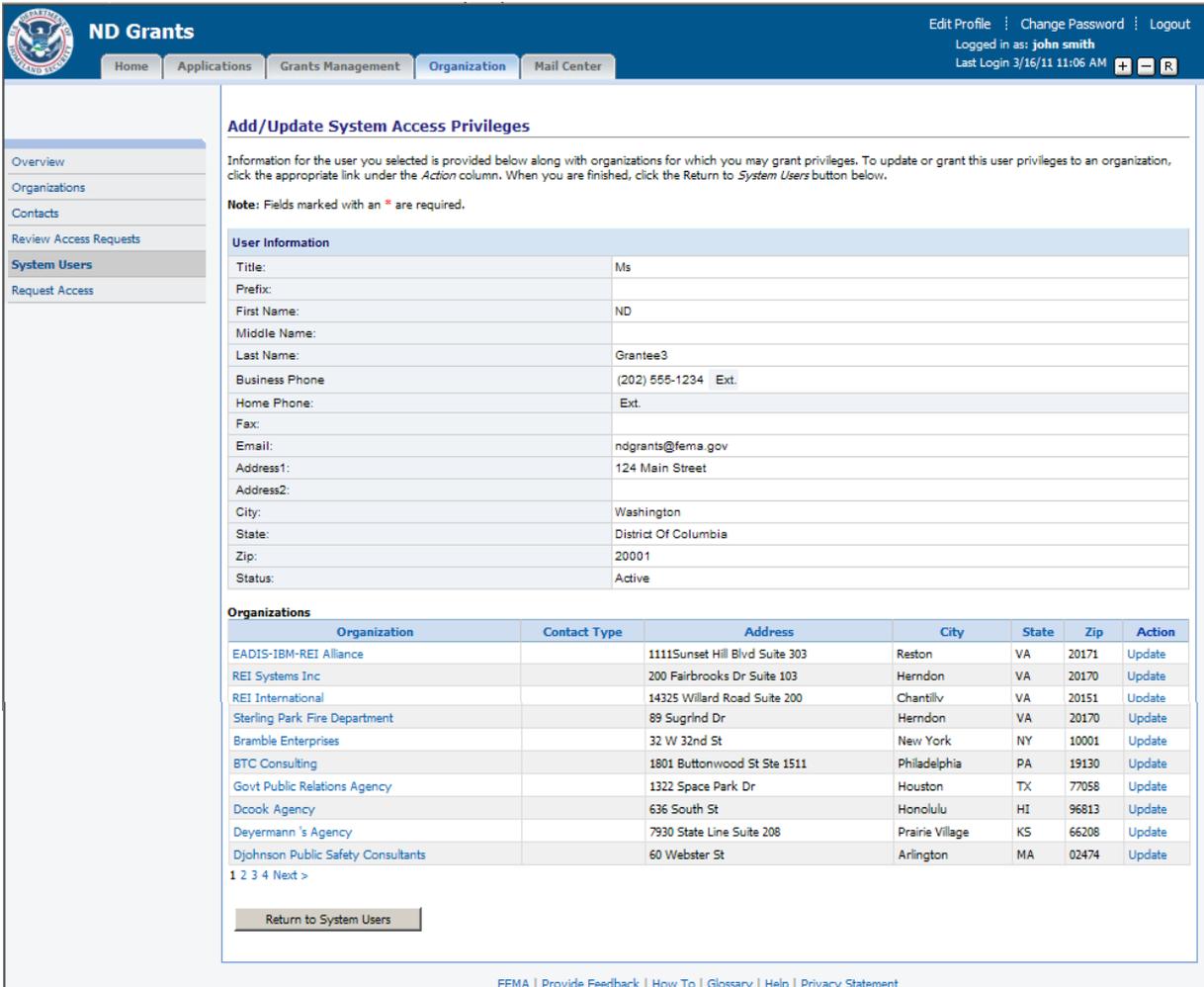
Total Number of Records: 3
 Display: 10 Search

Name	Title	Email	Business Phone	Status	Action
john.smith	Ms	bnwugwo@femaeadis.com	(703) 555-5555	Active	Update
ND Grantee3	Ms	ndgrants@fema.gov	(202) 555-1234	Active	Update
ND Grantee1	Ms	ndgrants@fema.gov	(202) 555-1233	Active	Update

Export:    

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- 2 Click the [Update](#) link for the user to view details of the user and the organizations to which you both belong.
 - ▶ The **Add/Update System Access Privileges** screen will be displayed



ND Grants | Edit Profile | Change Password | Logout
 Logged in as: john smith
 Last Login 3/16/11 11:06 AM

Home | Applications | Grants Management | **Organization** | Mail Center

Add/Update System Access Privileges

Information for the user you selected is provided below along with organizations for which you may grant privileges. To update or grant this user privileges to an organization, click the appropriate link under the *Action* column. When you are finished, click the Return to *System Users* button below.

Note: Fields marked with an * are required.

User Information

Title:	Ms
Prefix:	
First Name:	ND
Middle Name:	
Last Name:	Grantee3
Business Phone:	(202) 555-1234 Ext.
Home Phone:	Ext.
Fax:	
Email:	ndgrants@fema.gov
Address1:	124 Main Street
Address2:	
City:	Washington
State:	District Of Columbia
Zip:	20001
Status:	Active

Organizations

Organization	Contact Type	Address	City	State	Zip	Action
EADIS-IBM-REI Alliance		1111Sunset Hill Blvd Suite 303	Reston	VA	20171	Update
REI Systems Inc		200 Fairbrooks Dr Suite 103	Herndon	VA	20170	Update
REI International		14325 Willard Road Suite 200	Chantilly	VA	20151	Update
Sterling Park Fire Department		89 Sugrind Dr	Herndon	VA	20170	Update
Bramble Enterprises		32 W 32nd St	New York	NY	10001	Update
BTC Consulting		1801 Buttonwood St Ste 1511	Philadelphia	PA	19130	Update
Govt Public Relations Agency		1322 Space Park Dr	Houston	TX	77058	Update
Dcook Agency		636 South St	Honolulu	HI	96813	Update
Deyermann 's Agency		7930 State Line Suite 208	Prairie Village	KS	66208	Update
Djohnson Public Safety Consultants		60 Webster St	Arlington	MA	02474	Update

1 2 3 4 Next >

[Return to System Users](#)

FEMA | [Provide Feedback](#) | [How To](#) | [Glossary](#) | [Help](#) | [Privacy Statement](#)

► The top of the screen displays the user details. The bottom of the screen lists the organizations that you have in common with the other user.

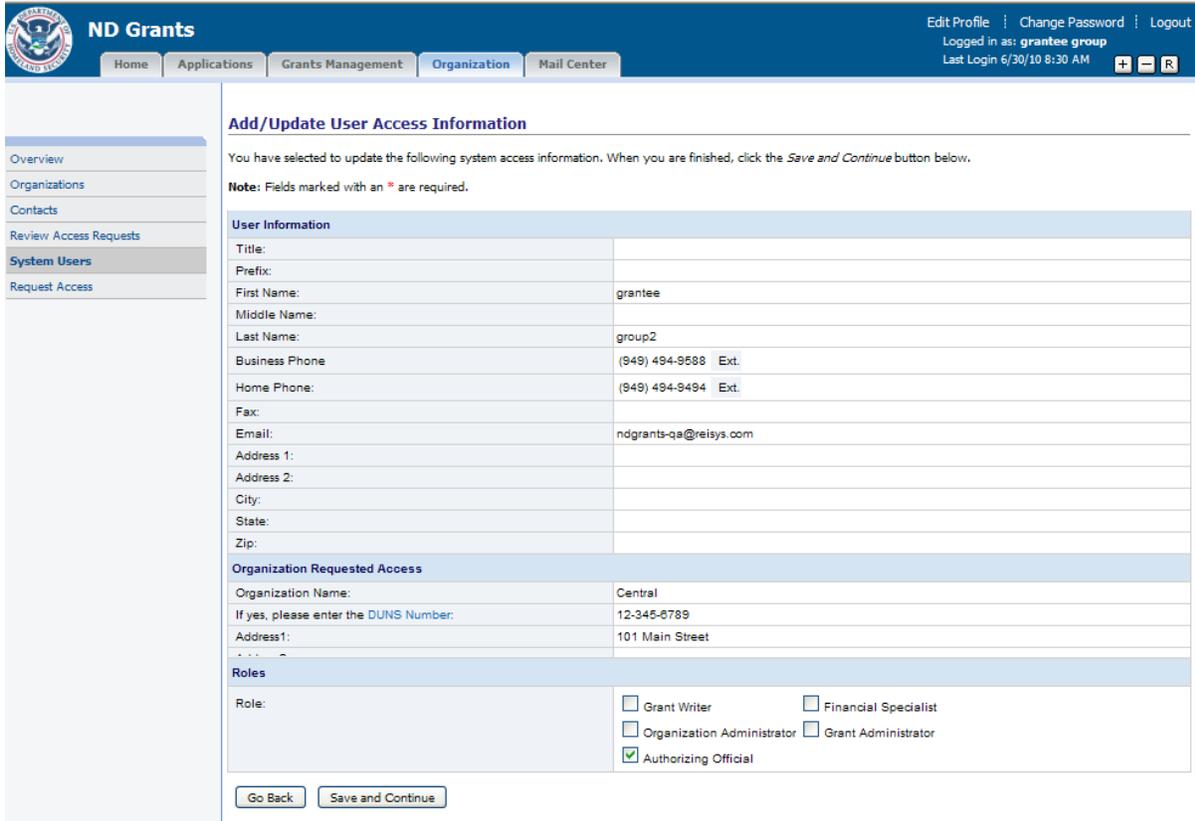
- 3 Click the *Return to System Users* button
 - The **Manage System Users** screen will be re-displayed

MODULE 2: LESSON 8: UPDATING USER ROLES OF OTHER USERS



NOTE: To change the user roles of other users belonging to one of your organizations, you need to have an Organization Administrator role for that organization.

- 1 Under the **Organization** tab, click the [System Users](#) left hand menu link
- 2 Click the [Update](#) link for the user to allow you to view the organizations which you both belong.
 - The **Add/Update System Access Privileges** screen will be displayed
- 3 Click the [Update](#) link next to the organization for which you want to change the user's role(s)
 - The **Add/Update User Access Information** screen will be displayed for the user



ND Grants Edit Profile | Change Password | Logout
 Logged in as: grantee group
 Last Login 6/30/10 8:30 AM

Home Applications Grants Management Organization Mail Center

Add/Update User Access Information

You have selected to update the following system access information. When you are finished, click the *Save and Continue* button below.

Note: Fields marked with an * are required.

User Information

Title:	
Prefix:	
First Name:	grantee
Middle Name:	
Last Name:	group2
Business Phone:	(949) 494-9588 Ext.
Home Phone:	(949) 494-9494 Ext.
Fax:	
Email:	ndgrants-qa@reisis.com
Address 1:	
Address 2:	
City:	
State:	
Zip:	

Organization Requested Access

Organization Name:	Central
If yes, please enter the DUNS Number:	12-345-6789
Address 1:	101 Main Street

Roles

Role:	<input type="checkbox"/> Grant Writer	<input type="checkbox"/> Financial Specialist
	<input type="checkbox"/> Organization Administrator	<input type="checkbox"/> Grant Administrator
	<input checked="" type="checkbox"/> Authorizing Official	

Go Back Save and Continue

- 4 Check/uncheck the role boxes to change the roles for the user, then click the *Save and Continue* button
 - ▶ The **Add/Update System Access Privileges** screen will be re-displayed
- 5 Click the *Return to System Users* button
 - ▶ The **Manage System Users** screen will be re-displayed

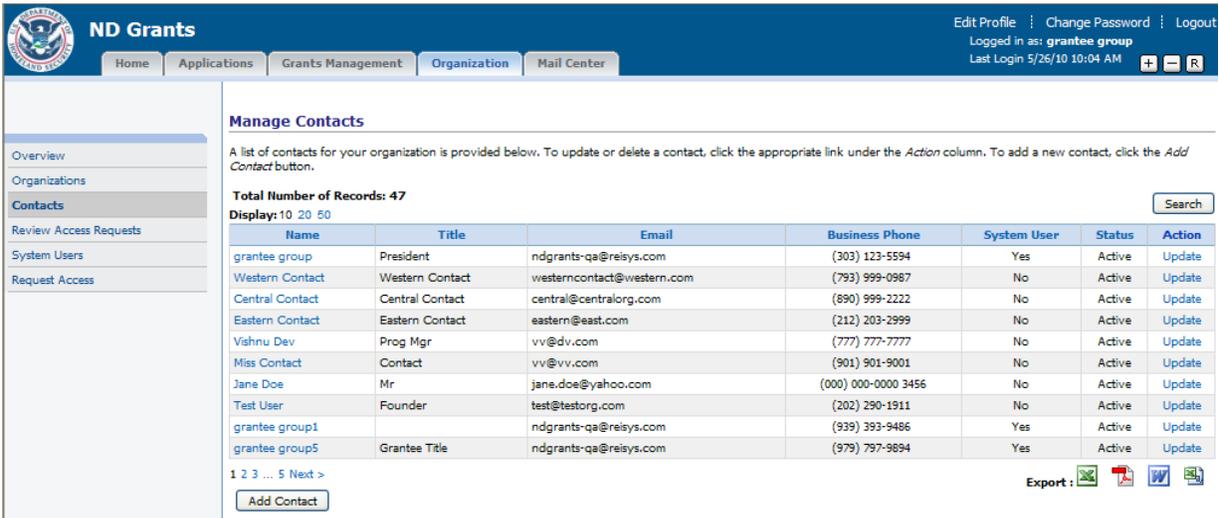
MODULE 2: LESSON 9: ADDING CONTACTS FOR ORGANIZATION(S)

	NOTE: Only the Organization Administrator can add or update the contacts of an organization.
---	---

You will need to set up Grantee contacts for each organization to ensure that DHS has point of contacts to communicate important information with the organization. You can add or update contacts for any organization to which you belong. For each organization you belong to, there must be a primary and secondary contact specified.

	NOTE: Email communications could be addressed to the Primary Contact or the contact designated as the Authorizing Official based on the nature of the email.
---	---

- To add or update an organization's contacts, you must first click the **Contacts** left hand menu link
 ► The **Manage Contacts** screen will be displayed



Manage Contacts

A list of contacts for your organization is provided below. To update or delete a contact, click the appropriate link under the *Action* column. To add a new contact, click the *Add Contact* button.

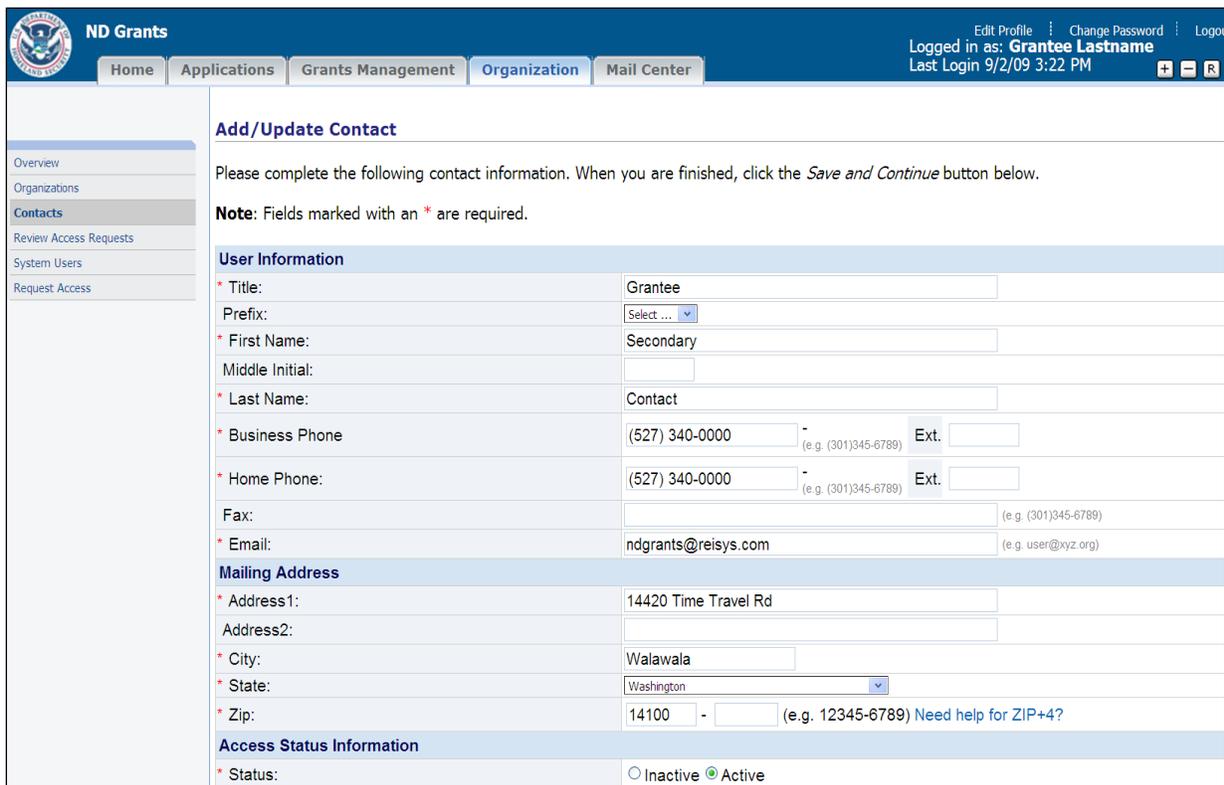
Total Number of Records: 47
 Display: 10 20 50 Search

Name	Title	Email	Business Phone	System User	Status	Action
grantee group	President	ndgrants-qa@reisy.com	(303) 123-5594	Yes	Active	Update
Western Contact	Western Contact	westerncontact@western.com	(793) 999-0987	No	Active	Update
Central Contact	Central Contact	central@centralorg.com	(890) 999-2222	No	Active	Update
Eastern Contact	Eastern Contact	eastern@east.com	(212) 203-2999	No	Active	Update
Vishnu Dev	Prog Mgr	vv@dv.com	(777) 777-7777	No	Active	Update
Miss Contact	Contact	vv@vv.com	(901) 901-9001	No	Active	Update
Jane Doe	Mr	jane.doe@yahoo.com	(000) 000-0000 3456	No	Active	Update
Test User	Founder	test@testorg.com	(202) 290-1911	No	Active	Update
grantee group1		ndgrants-qa@reisy.com	(939) 393-9486	Yes	Active	Update
grantee group5	Grantee Title	ndgrants-qa@reisy.com	(979) 797-9894	Yes	Active	Update

1 2 3 ... 5 Next > Export:    

[Add Contact](#)

- While on the **Manage Contacts** screen, click the **Add Contact** button
 ► The **Add/Update Contact** screen will be displayed, allowing you to enter the contact information and listing all the organizations to which you already belong.



Add/Update Contact

Please complete the following contact information. When you are finished, click the *Save and Continue* button below.

Note: Fields marked with an * are required.

User Information

* Title: Grantee

Prefix: Select ...

* First Name: Secondary

Middle Initial:

* Last Name: Contact

* Business Phone: (527) 340-0000 - (e.g. (301)345-6789) Ext.

* Home Phone: (527) 340-0000 - (e.g. (301)345-6789) Ext.

Fax: (e.g. (301)345-6789)

* Email: ndgrants@reisy.com (e.g. user@xyz.org)

Mailing Address

* Address1: 14420 Time Travel Rd

Address2:

* City: Walawala

* State: Washington

* Zip: 14100 - (e.g. 12345-6789) [Need help for ZIP+4?](#)

Access Status Information

* Status: Inactive Active



NOTE: Always select the contact as **Active** unless you do not want the contact to appear when creating applications for the organization.

- 3 Fill out all required fields on the screen
- 4 Click the *Save and Continue* button
 - ▶ The **Add/Update Contact Results** (confirmation) screen will be displayed

ND Grants

[Edit Profile](#) | [Change Password](#) | [Logout](#)
 Logged in as: **john smith**
 Last Login 3/16/11 1:43 PM

Home
Applications
Grants Management
Organization
Mail Center

- Overview
- Organizations
- Contacts
- Review Access Requests
- System Users
- Request Access

Add/Update Contact

Please complete the following contact information. When you are finished, click the *Save and Continue* button below.

Note: Fields marked with an * are required.

User Information

* Title:

Prefix:

* First Name:

Middle Name:

* Last Name:

* Business Phone: - (e.g. (301)345-6789) Ext.

Home Phone: - (e.g. (301)345-6789) Ext.

Fax: (e.g. (301)345-6789)

* Email: (e.g. user@xyz.org)

Mailing Address

* Address1:

Address2:

* City:

* State:

* Zip: - (e.g. 12345-6789) Need help for ZIP+4?

Access Status Information

* Status: Inactive Active

Select Organization for which user is a contact

Organizations

Select	Organization	Contact Type	Address	City	State	Zip
<input type="checkbox"/>	EADIS-IBM-REI Alliance	<input type="text" value="Select..."/>	1111Sunset Hill Blvd Suite 303	Reston	VA	20171
<input type="checkbox"/>	REI Systems Inc	<input type="text" value="Select..."/>	200 Fairbrooks Dr Suite 103	Herndon	VA	20170
<input checked="" type="checkbox"/>	REI International	<input type="text" value="Secondary Contact"/>	14325 Willard Road Suite 200	Chantilly	VA	20151
<input type="checkbox"/>	Sterling Park Fire Department	<input type="text" value="Select..."/>	89 Sugrind Dr	Herndon	VA	20170
<input type="checkbox"/>	Bramble Enterprises	<input type="text" value="Select..."/>	32 W 32nd St	New York	NY	10001
<input type="checkbox"/>	BTC Consulting	<input type="text" value="Select..."/>	1801 Buttonwood St Ste 1511	Philadelphia	PA	19130
<input type="checkbox"/>	Govt Public Relations Agency	<input type="text" value="Select..."/>	1322 Space Park Dr	Houston	TX	77058
<input type="checkbox"/>	Dcook Agency	<input type="text" value="Select..."/>	636 South St	Honolulu	HI	96813
<input type="checkbox"/>	Deyermann 's Agency	<input type="text" value="Select..."/>	7930 State Line Suite 208	Prairie Village	KS	66208
<input type="checkbox"/>	Djohnson Public Safety Consultants	<input type="text" value="Select..."/>	60 Webster St	Arlington	MA	02474

1 2 3 4 Next >

Return to Contacts
Save
Save and Continue

- 5 Click the *Return to Contacts* button
 - ▶ The **Manage Contacts** screen will be re-displayed

MODULE 2: LESSON 10: UPDATING A CONTACT

- 1 Under the **Organization** tab, click the **Contacts** left hand menu link
 - ▶ The **Manage Contacts** screen will be displayed
- 2 Click the **Update** link for the contact you want to update
 - ▶ The **Add/Update Contacts** screen will be displayed, listing the current contact details
- 3 Modify the contact details and the selected organizations, then click the *Save and Continue* button
 - ▶ The **Add/Update Contact Results** (Confirmation) screen will be displayed
- 4 Click the *Return to Contacts* button
 - ▶ The **Manage Contacts** screen will be re-displayed



NOTE: Only the Organization Administrator can add or update the contacts of an organization.

MODULE 2: SUMMARY

After completing this module, you should be able to view, add, and update organizations. In addition, you should be able to add and update contacts for the organizations to which you belong.

MODULE 3: APPLICATION FUNCTIONALITY

MODULE 3: OVERVIEW

In order to comply with Office of Management and Budget (OMB) regulations for each funding opportunity, applications will begin with Grants.gov. Grantees will start their application by submitting their SF-424 in Grants.gov, and complete their application in ND Grants. All the information from the SF-424 will be automatically downloaded into ND Grants and reviewed for eligibility. After review, the application will be released back to the Grantee in ND Grants so they can complete the application which includes updating the budget, adding any attachments, and completing any required Assurances and Certifications. Applications may be released back to the Grantee through ND Grants for additional or revised information.



NOTE: All tasks in this module occur under the Applications Tab.

MODULE 3: OBJECTIVES

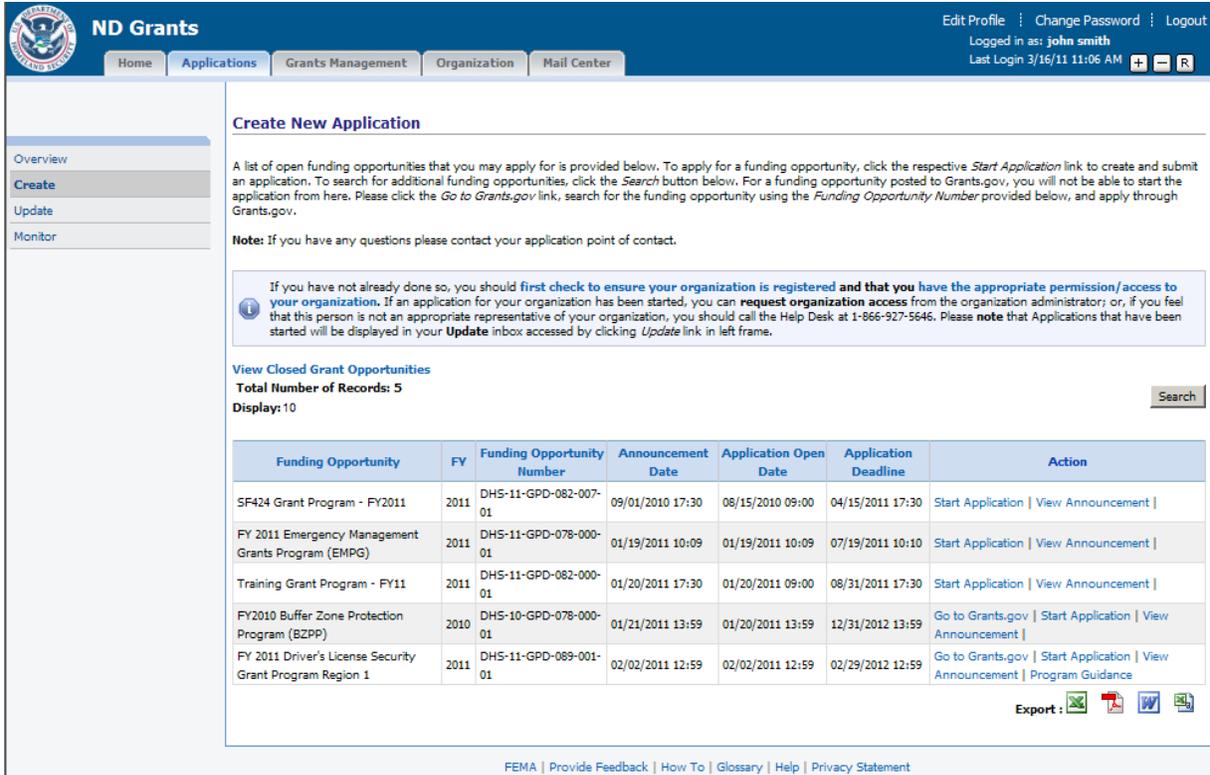
At the end of this module, you will be able to:

- Create an application using Grants.gov
- Monitor applications submitted through Grants.gov
- Complete applications in ND Grants that were originally entered in Grants.gov

MODULE 3: LESSON 1: OVERVIEW OF STARTING APPLICATIONS IN GRANTS.GOV

This lesson describes how you begin your applications for funding opportunities that have a [Go to Grants.gov](#) link.

- 1 Click the **Applications** tab at the top of the screen
- 2 Click the **Create** left hand menu link
 - ▶ The **Create New Application** screen will be displayed



Create New Application

A list of open funding opportunities that you may apply for is provided below. To apply for a funding opportunity, click the respective *Start Application* link to create and submit an application. To search for additional funding opportunities, click the *Search* button below. For a funding opportunity posted to Grants.gov, you will not be able to start the application from here. Please click the *Go to Grants.gov* link, search for the funding opportunity using the *Funding Opportunity Number* provided below, and apply through Grants.gov.

Note: If you have any questions please contact your application point of contact.

If you have not already done so, you should **first check to ensure your organization is registered and that you have the appropriate permission/access to your organization**. If an application for your organization has been started, you can **request organization access** from the organization administrator; or, if you feel that this person is not an appropriate representative of your organization, you should call the Help Desk at 1-866-927-5646. Please **note** that Applications that have been started will be displayed in your **Update** inbox accessed by clicking *Update* link in left frame.

View Closed Grant Opportunities
 Total Number of Records: 5
 Display: 10 Search

Funding Opportunity	FY	Funding Opportunity Number	Announcement Date	Application Open Date	Application Deadline	Action
SF424 Grant Program - FY2011	2011	DHS-11-GPD-082-007-01	09/01/2010 17:30	08/15/2010 09:00	04/15/2011 17:30	Start Application View Announcement
FY 2011 Emergency Management Grants Program (EMPG)	2011	DHS-11-GPD-078-000-01	01/19/2011 10:09	01/19/2011 10:09	07/19/2011 10:10	Start Application View Announcement
Training Grant Program - FY11	2011	DHS-11-GPD-082-000-01	01/20/2011 17:30	01/20/2011 09:00	08/31/2011 17:30	Start Application View Announcement
FY2010 Buffer Zone Protection Program (BZPP)	2010	DHS-10-GPD-078-000-01	01/21/2011 13:59	01/20/2011 13:59	12/31/2012 13:59	Go to Grants.gov Start Application View Announcement
FY 2011 Driver's License Security Grant Program Region 1	2011	DHS-11-GPD-089-001-01	02/02/2011 12:59	02/02/2011 12:59	02/29/2012 12:59	Go to Grants.gov Start Application View Announcement Program Guidance

Export:    

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- Click the [Go to Grants.gov](#) link for the corresponding funding opportunity
 - The Grants.gov **Home Page** will be displayed in a new window



FOR APPLICANTS

- [Applicant Login](#)
- [Find Grant Opportunities](#)
- [Get Registered](#)
- [Apply for Grants](#)
- [Track My Application](#)
- [Applicant Resources](#)
- [Search FAQs, User Guides and Site Information](#)

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

- [ABOUT GRANTS.GOV](#)
- [HELP](#)
- [CONTACT US](#)
- [SITE MAP](#)

Find. Apply. Succeed.

Grants.gov is your source to FIND and APPLY for federal grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#) and [Small Business Start-up Loans](#).

RECOVERY.GOV

In response to The American Recovery and Reinvestment Act or Recovery Act, Grant-making agencies are posting Recovery Act specific grant opportunities on Grants.gov. [View all opportunities](#) >

Other information and opportunities regarding the Recovery Act is available. [Learn more](#) >

Update-to-date information on the state of recovery. [Learn more](#) >

[Feature Stories](#)

Recovery Act Grant Opportunities

Archived Webinars

What's New at Grants.gov

New Opportunities This Week

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

Latest News!

[Grants.gov Blog](#)
[\[Exit Disclaimer\]](#)

FOR APPLICANTS

- [Grant Search](#)
- [Grant Email Alerts](#)
- [Get Registered](#)
- [Applicant Login](#)
- [E-Biz POC Login](#)
- [Track My Application](#)

FOR GRANTORS

- [Grantor Login](#)
- [New Agency Users](#)
- [Resources](#)

- Click the [Apply for Grants](#) left hand menu link
 - The **Apply for Grants** screen will be displayed
- Click on the [Download a Grant Application Package](#) link under Step #1

- ▶ The **Download Application Package** screen will be displayed
- 6 Enter the funding opportunity number into the text box on the Grants.gov **Download Application Package** screen
- 7 Follow the Grants.gov instructions for completing and submitting the application in Grants.Gov
- 8 Wait for the Grants.gov submission confirmation screen to appear and take note of the Grants.gov tracking number



Home > [Apply for Grants](#) > Confirmation

Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by clicking on the "Track My Application" link listed at the end of this form.

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXX.

Contact Center hours of operation are Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Time.

The following application tracking information was generated by the system:

Grants.gov Tracking Number :	GRANT00516660
Applicant DUNS:	00-000-0000
Submitter's Name:	AshTheProposer Dawood
CFDA Number:	97.075
CFDA Description:	Rail and Transit Security Grant Program
Funding Opportunity Number :	DHS-10-GPD-075-003-01
Funding Opportunity Description :	Transit Security Grant Program - FY10
Agency Name :	Department of Homeland Security
Application Name of this Submission :	REI TSGP Application from Ed
Date/Time of Receipt :	2009.09.02 5:58 PM, EDT

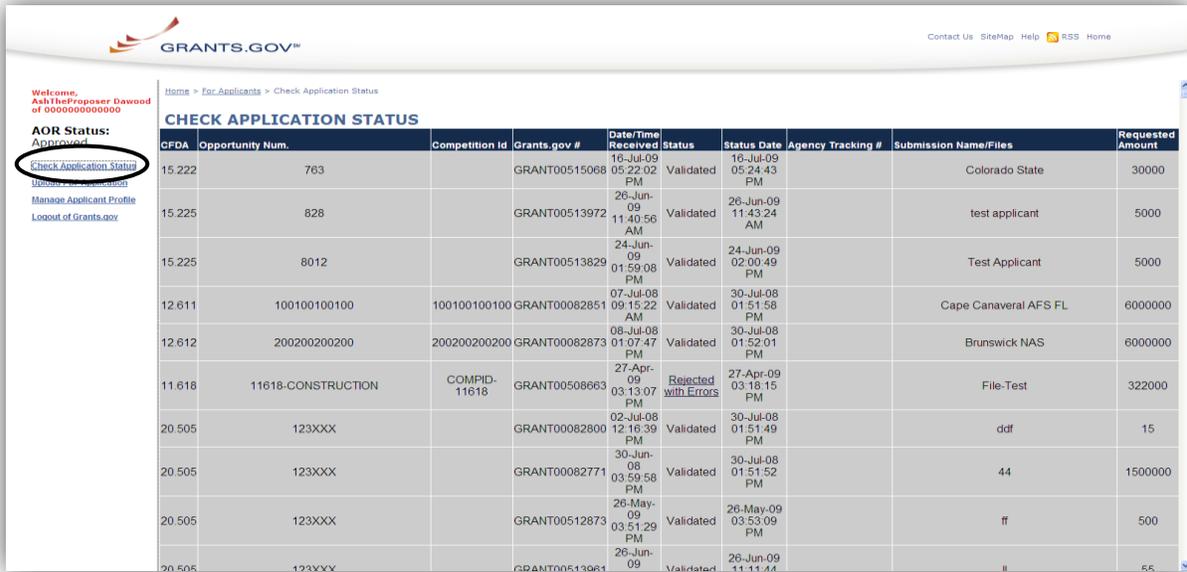
TRACK MY APPLICATION – To check the status of this application, please click the link below:
https://at07apply.grants.gov/apply/checkSingleAppIStatus.faces?tracking_num=GRANT00516660

It is suggested you Save and/or Print this response for your records.



NOTE: This screen confirms application submission but not acceptance.

- 9 Verify if the Grants.gov application was downloaded into ND Grants:
 - a. Click the [Check Application Status](#) link on the main Grants.gov screen
 - ▶ The Grants.gov **Check Application Status** screen will be displayed



CFDA	Opportunity Num.	Competition Id	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission Name/Files	Requested Amount
15.222	763		GRANT00515068	18-Jul-09 05:22:02 PM	Validated	18-Jul-09 05:24:43 PM		Colorado State	30000
15.225	828		GRANT00513972	26-Jun-09 11:40:56 AM	Validated	26-Jun-09 11:43:24 AM		test applicant	5000
15.225	8012		GRANT00513829	24-Jun-09 01:59:08 PM	Validated	24-Jun-09 02:00:49 PM		Test Applicant	5000
12.611	100100100100	100100100100	GRANT00082851	07-Jul-08 09:15:22 AM	Validated	30-Jul-08 01:51:58 PM		Cape Canaveral AFS FL	6000000
12.612	200200200200	200200200200	GRANT00082873	08-Jul-08 01:07:47 PM	Validated	30-Jul-08 01:52:01 PM		Brunswick NAS	6000000
11.618	11618-CONSTRUCTION	COMPID-11618	GRANT00508663	27-Apr-09 03:13:07 PM	Rejected with Errors	27-Apr-09 03:18:15 PM		File-Test	322000
20.505	123XXX		GRANT00082800	02-Jul-08 12:18:39 PM	Validated	30-Jul-08 01:51:49 PM		ddf	15
20.505	123XXX		GRANT00082771	30-Jun-08 03:59:58 PM	Validated	30-Jul-08 01:51:52 PM		44	1500000
20.505	123XXX		GRANT00512873	26-May-09 03:51:29 PM	Validated	26-May-09 03:53:09 PM		ff	500
20.505	123XXX		GRANT00513061	26-Jun-09	Validated	26-Jun-09 11:11:44		ll	55

- b. Click the **Date/Time** column to sort the listed applications, so that the most recent Grants.gov application appears at the top of the list
- c. Look for the Grants.gov tracking number
- d. The application has been successfully downloaded into ND Grants when a number appears in the **Agency Tracking #** column



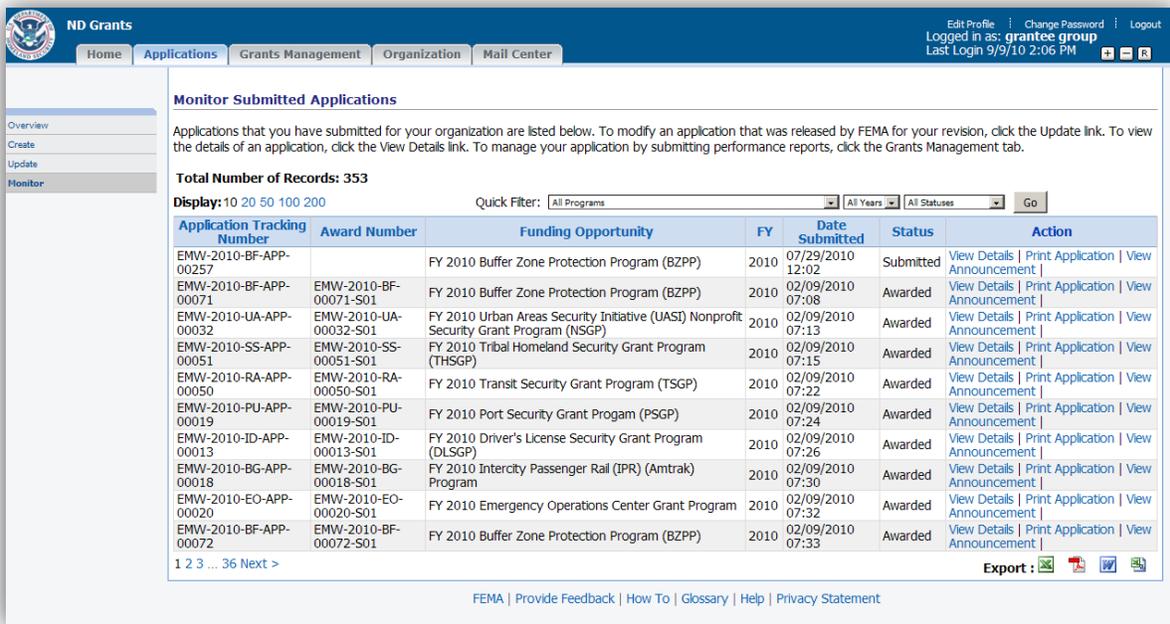
When the Grants.gov application is downloaded into ND Grants, the information from the Grants.gov application will be automatically copied into ND Grants.

The FEMA Program Manager will then perform an Eligibility Review on the application and will indicate any issues with the application using the Grantee Comments box. Once the Program Manager has finished reviewing the application:

- It will be released back to the grantee (with a Review Status of *Revision Requested*), so that the grantee can complete the application and/or provide any additional information the Program Manager has requested
- The ND Grants application will be listed in the **Monitor Submitted Applications** Screen in ND Grants with a status indicating *Revision Requested*

MODULE 3: LESSON 2: MONITORING SUBMITTED APPLICATIONS IN ND GRANTS

- 1 Log into ND Grants
- 2 Select the **Application** tab
- 3 Click on the **Monitor** left hand menu link
 - ▶ The **Monitor Submitted Applications** screen will be displayed, listing all applications with their status.



Monitor Submitted Applications

Applications that you have submitted for your organization are listed below. To modify an application that was released by FEMA for your revision, click the Update link. To view the details of an application, click the View Details link. To manage your application by submitting performance reports, click the Grants Management tab.

Total Number of Records: 353

Display: 10 20 50 100 200 Quick Filter: All Programs All Years All Statuses Go

Application Tracking Number	Award Number	Funding Opportunity	FY	Date Submitted	Status	Action
EMW-2010-BF-APP-00257		FY 2010 Buffer Zone Protection Program (BZPP)	2010	07/29/2010 12:02	Submitted	View Details Print Application View Announcement
EMW-2010-BF-APP-00071	EMW-2010-BF-00071-S01	FY 2010 Buffer Zone Protection Program (BZPP)	2010	02/09/2010 07:08	Awarded	View Details Print Application View Announcement
EMW-2010-UA-APP-00032	EMW-2010-UA-00032-S01	FY 2010 Urban Areas Security Initiative (UASI) Nonprofit Security Grant Program (NSGP)	2010	02/09/2010 07:13	Awarded	View Details Print Application View Announcement
EMW-2010-SS-APP-00051	EMW-2010-SS-00051-S01	FY 2010 Tribal Homeland Security Grant Program (THSGP)	2010	02/09/2010 07:15	Awarded	View Details Print Application View Announcement
EMW-2010-RA-APP-00050	EMW-2010-RA-00050-S01	FY 2010 Transit Security Grant Program (TSGP)	2010	02/09/2010 07:22	Awarded	View Details Print Application View Announcement
EMW-2010-PU-APP-00019	EMW-2010-PU-00019-S01	FY 2010 Port Security Grant Program (PSGP)	2010	02/09/2010 07:24	Awarded	View Details Print Application View Announcement
EMW-2010-ID-APP-00013	EMW-2010-ID-00013-S01	FY 2010 Driver's License Security Grant Program (DLSGP)	2010	02/09/2010 07:26	Awarded	View Details Print Application View Announcement
EMW-2010-BG-APP-00018	EMW-2010-BG-00018-S01	FY 2010 Intercity Passenger Rail (IPR) (Amtrak) Program	2010	02/09/2010 07:30	Awarded	View Details Print Application View Announcement
EMW-2010-EO-APP-00020	EMW-2010-EO-00020-S01	FY 2010 Emergency Operations Center Grant Program	2010	02/09/2010 07:32	Awarded	View Details Print Application View Announcement
EMW-2010-BF-APP-00072	EMW-2010-BF-00072-S01	FY 2010 Buffer Zone Protection Program (BZPP)	2010	02/09/2010 07:33	Awarded	View Details Print Application View Announcement

1 2 3 ... 36 Next >

Export:    

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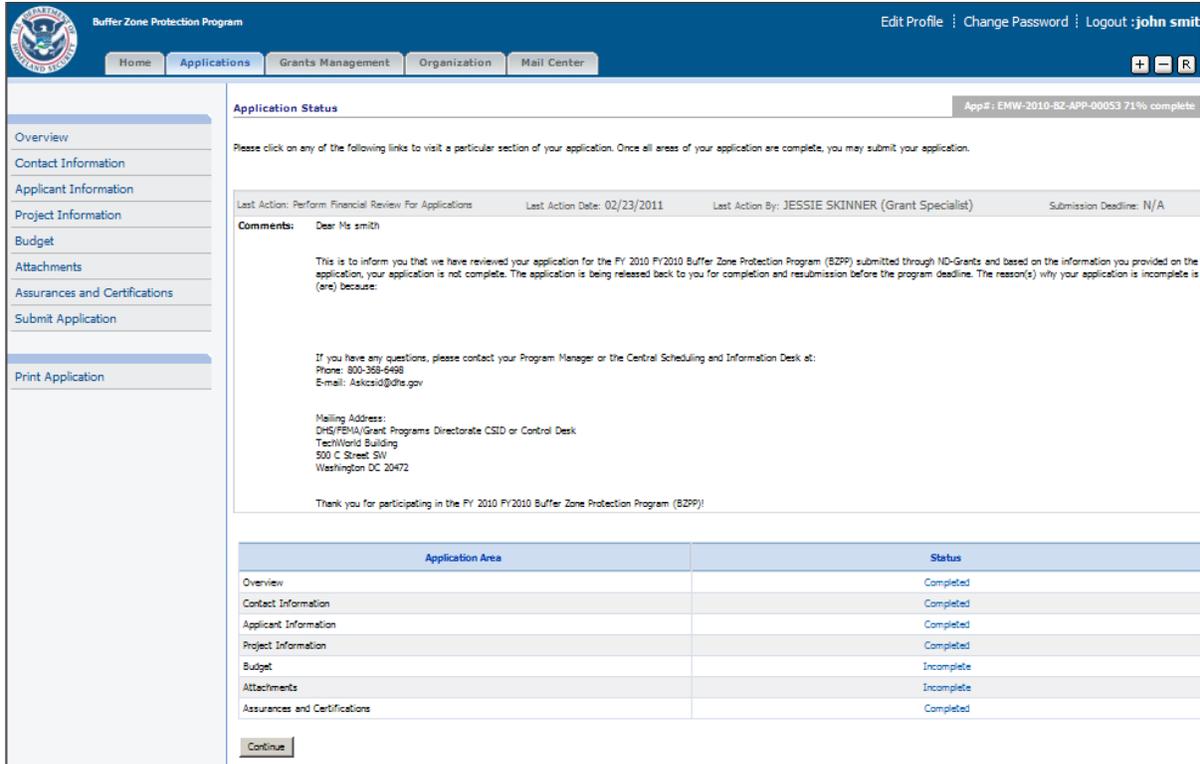


NOTE: Use the Quick Filter and column filter tools as necessary to reduce the number of applications seen on the screen.



NOTE: Applications listed with a status of *Revision Requested* have **Update** links, as they require additional information to be entered by the grantee. Applications listed with a status of *Submitted* have **View Details** links because they have already been submitted.

- 4 Click the **Update** link in the Action column next to the *Revision Requested* ND Grants Application
 - ▶ The **Application Status** screen will be displayed



Application Status App#: EMW-2010-BZ-APP-00053 71% complete

Please click on any of the following links to visit a particular section of your application. Once all areas of your application are complete, you may submit your application.

Last Action: Perform Financial Review For Applications Last Action Date: 02/23/2011 Last Action By: JESSIE SKINNER (Grant Specialist) Submission Deadline: N/A

Comments: Dear Ms smith

This is to inform you that we have reviewed your application for the FY 2010 FY2010 Buffer Zone Protection Program (BZPP) submitted through ND-Grants and based on the information you provided on the application, your application is not complete. The application is being released back to you for completion and resubmission before the program deadline. The reason(s) why your application is incomplete is (are) because:

If you have any questions, please contact your Program Manager or the Central Scheduling and Information Desk at:
 Phone: 800-368-6498
 E-mail: Askusid@dhs.gov

Mailing Address:
 DHS/FEMA/Grant Programs Directorate CSID or Control Desk
 TechWorld Building
 500 C Street SW
 Washington DC 20472

Thank you for participating in the FY 2010 FY2010 Buffer Zone Protection Program (BZPP)

Application Area	Status
Overview	Completed
Contact Information	Completed
Applicant Information	Completed
Project Information	Completed
Budget	Incomplete
Attachments	Incomplete
Assurances and Certifications	Completed

[Continue](#)

- 5 Click any **Incomplete** or **Not Started** links on the Application Status screen to complete the ND Grants application

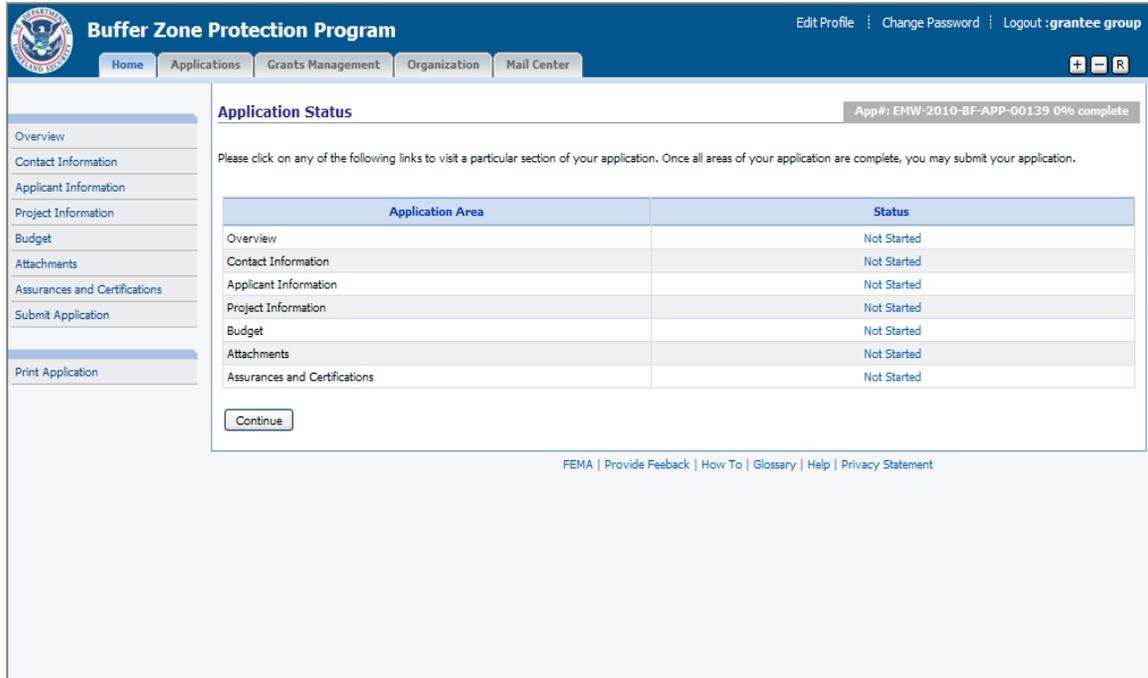


NOTE: To complete the application, follow the detailed instructions in the next lesson (Module:3 Lesson:3)

MODULE 3: LESSON 3: COMPLETING AN APPLICATION IN ND GRANTS

Applications that have been submitted in Grants.gov and approved for eligibility will be released be released back to the Grantee in ND Grants. Grantees will be notified via email that they can now complete their application in ND Grants.

- 1 Click the **Applications** tab at the top of the screen
- 2 Click on the **Monitor** left hand menu link
 - ▶ The **Monitor Submitted Applications** screen will be displayed, listing all applications with their status.
- 3 Click the **Update** link in the Action column next to the applications with *Revision Requested*
 - ▶ The **Application Status** screen will be displayed.



Buffer Zone Protection Program Edit Profile | Change Password | Logout :grantee group

Home Applications Grants Management Organization Mail Center

Application Status App#: EMW-2010-BF-APP-00139 0% complete

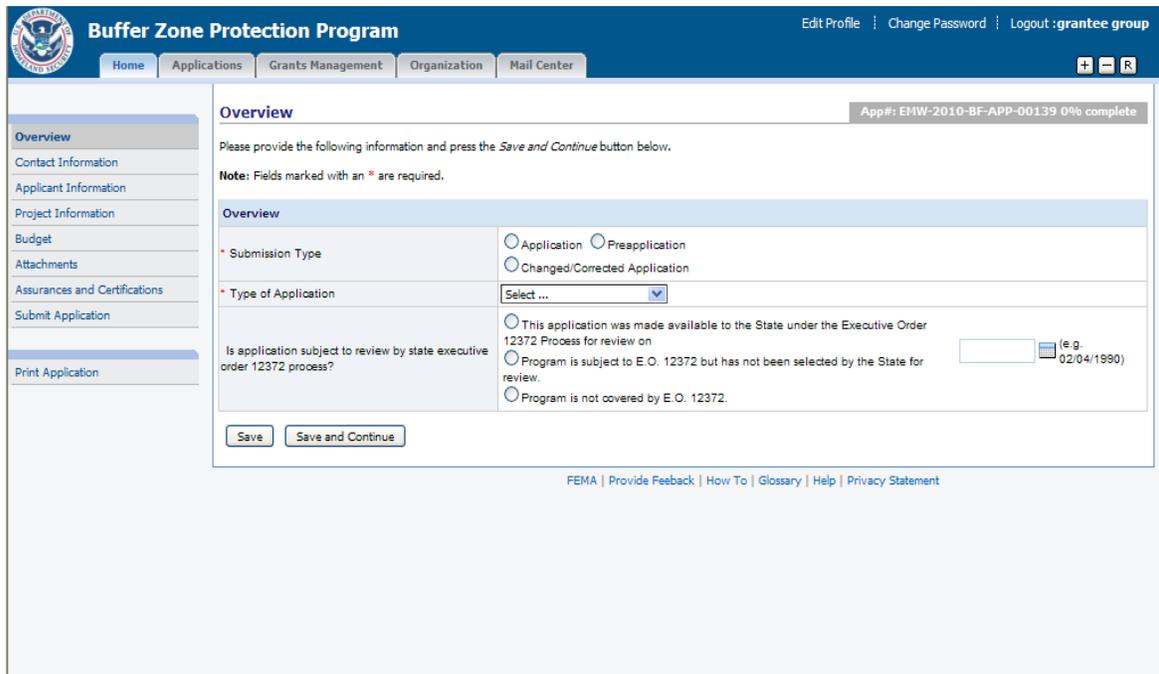
Please click on any of the following links to visit a particular section of your application. Once all areas of your application are complete, you may submit your application.

Application Area	Status
Overview	Not Started
Contact Information	Not Started
Applicant Information	Not Started
Project Information	Not Started
Budget	Not Started
Attachments	Not Started
Assurances and Certifications	Not Started

[Continue](#)

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- On the **Application Status** screen click the *Continue* button to start entering the application details
 - The **Overview** screen will be displayed



Buffer Zone Protection Program Edit Profile | Change Password | Logout :grantee group

Home Applications Grants Management Organization Mail Center

Overview App#: EMW-2010-BF-APP-00139 0% complete

Please provide the following information and press the *Save and Continue* button below.

Note: Fields marked with an * are required.

Overview

* Submission Type Application Preapplication
 Changed/Corrected Application

* Type of Application

Is application subject to review by state executive order 12372 process? This application was made available to the State under the Executive Order 12372 Process for review on (e.g. 02/04/1990)
 Program is subject to E.O. 12372 but has not been selected by the State for review.
 Program is not covered by E.O. 12372.

[Save](#) [Save and Continue](#)

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- Enter / select the requested information, then click the *Save and Continue* button to progress to the next section
 - The next part of the application, the **Contact Information** screen will be displayed. The screen will be listing the default contacts previously setup for the organization

Overview

Contact Information

Applicant Information

Project Information

Budget

Attachments

Assurances and Certifications

Submit Application

Print Application

Contact Information

App#: EMW-2010-BF-APP-00169 29% complete

Please provide a primary contact and secondary contact person for this application. You also need to specify the authorizing official. Please note that the authorizing official is the person designated to sign and submit your application. Once you are done, press the *Save and Continue* button below.

A list of contacts for your organization is provided below. Select the checkbox beside the contact for this application and specify the contact type. To view the details of a contact, click the name. To update or delete a contact, click the appropriate link under the *Action* column. To add a new contact, click the Add button.

Select	Contact Type	Signing Authority	Authorizing Official	Name	Title	Address	Status	Action
<input checked="" type="checkbox"/>	Primary Contact	<input type="radio"/>	<input checked="" type="radio"/>	grantee group	President	123 South Street, Reston, NH	Active	Update
<input type="checkbox"/>		<input type="radio"/>	<input type="radio"/>	grantee group2			Active	Update
<input checked="" type="checkbox"/>	Secondary Contact	<input type="radio"/>	<input type="radio"/>	Tester Test	Test	123 Test, testing, VT	Active	Update

- 6 Add or Update the contacts as appropriate:
- I. Click the *Add* button to add an additional contact for the application or Click the [Update](#) link to update a contact
 - II. Select two contacts to be used for the application by checking the Select checkbox
 - III. Select the Contact Type from the Contact Type dropdown list for each of the two selected contacts



NOTE: You must select one of the contacts as a *Primary Contact* and one as a *Secondary Contact*. You must select **only one Primary Contact** and **only one Secondary Contact**.

- IV. Select a contact who is the Signing Authority for the organization by selecting the Signing Authority radio button



NOTE: The contact designated as the Signing Authority does not need to be an ND Grants system user.

- V. Select a contact who is the Authorizing Official and is authorized or designated to sign the application within ND Grants
- VI. Click the *Save and Continue* button
 - ▶ The **Applicant Information** screen will be displayed

 **Buffer Zone Protection Program**

[Edit Profile](#) | [Change Password](#) | [Logout : grantee group5](#)

[Home](#) | [Applications](#) | [Grants Management](#) | [Organization](#) | [Mail Center](#)

- Overview
- Contact Information
- Applicant Information
- Project Information
- Budget
- Attachments
- Assurances and Certifications
- Submit Application
- Print Application

App#: EMW-2010-BF-APP-00290 29% complete

Applicant Information

Please provide the following information about your organization and press the *Save and Continue* button below

Note: Fields marked with an * are required.

Organization Information

Organization Name:	Lauren's Organization
Employer Identification Number:	12-3456789
Are you sharing an EIN with another organization?	No
If yes, please enter the name of the entity with whom you share an EIN:	
Does your organization have a DUNS Number?	Yes
If yes, please enter the DUNS Number:	12-345-6789
* Applicant Type:	<input type="text" value="Select ..."/>
Other Applicant Type:	<input type="text" value=""/> (maximum 50 characters)

Headquarters or Main Station Physical Address

Address1:	3188 Valley Brook Ct
Address2:	
City:	Newburgh
State:	Indiana
Zip:	47630 1234

Mailing Address

Same As Physical Address:	Yes
Address1:	3188 Valley Brook Ct
Address2:	
City:	Newburgh
State:	Indiana
Zip:	47630 1234

Additional Information

* Is the applicant delinquent on any federal debt? No Yes

B **I** **U** | ABC | 

test

If you answered yes to any of the additional questions above, please provide an explanation in the space provided below:

(3996 characters left)

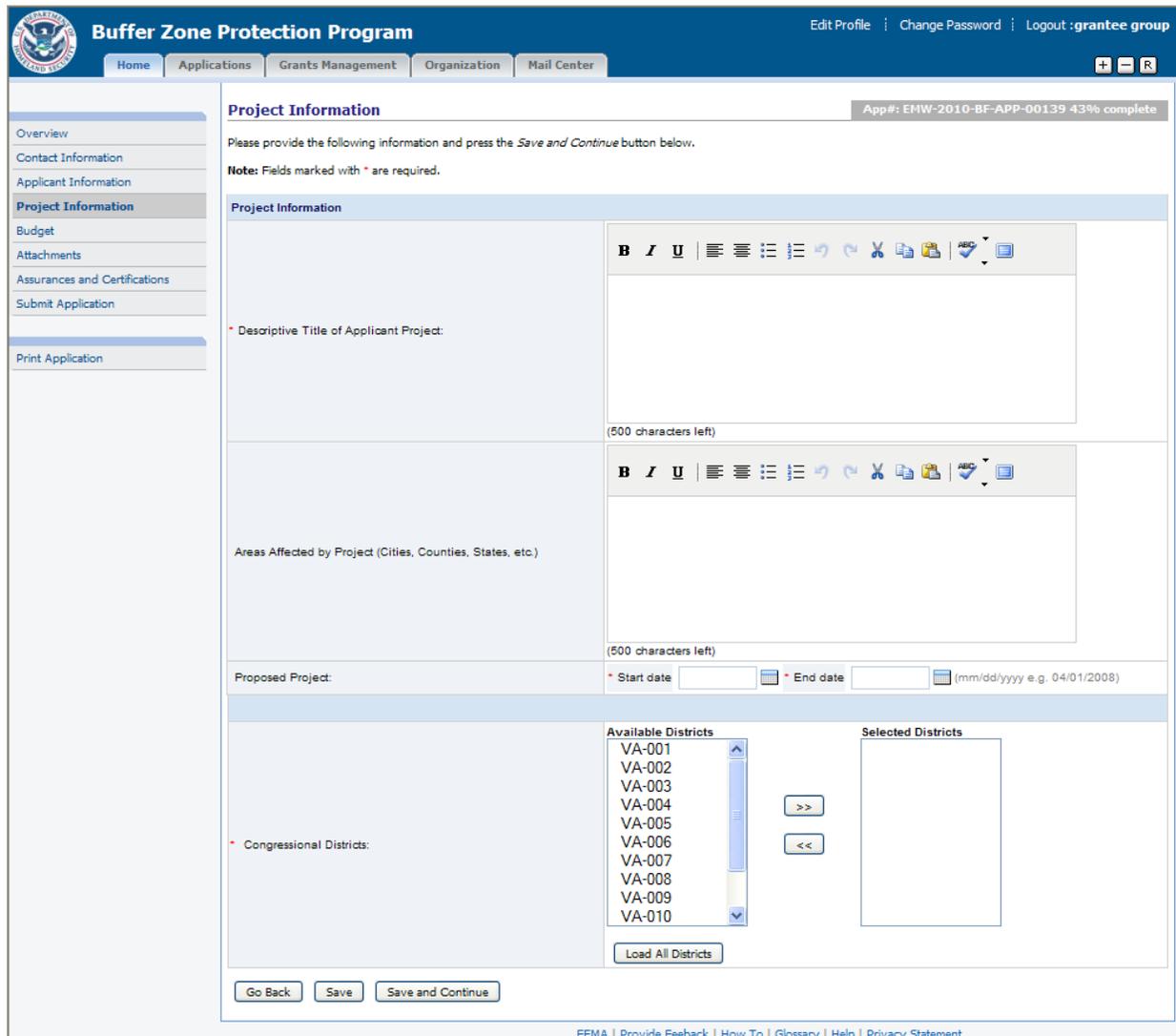
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- 7 Enter/ Update the applicant details, then click the *Save and Continue* button
 - ▶ The **Project Information** screen will be displayed



NOTE: You can only update organization information on the **Applicant Information** screen if you have the Organization Administrator privilege for the organization and no applications have been submitted by the organization. The applicant fields on the **Applicant Information** screen can be updated at any time.

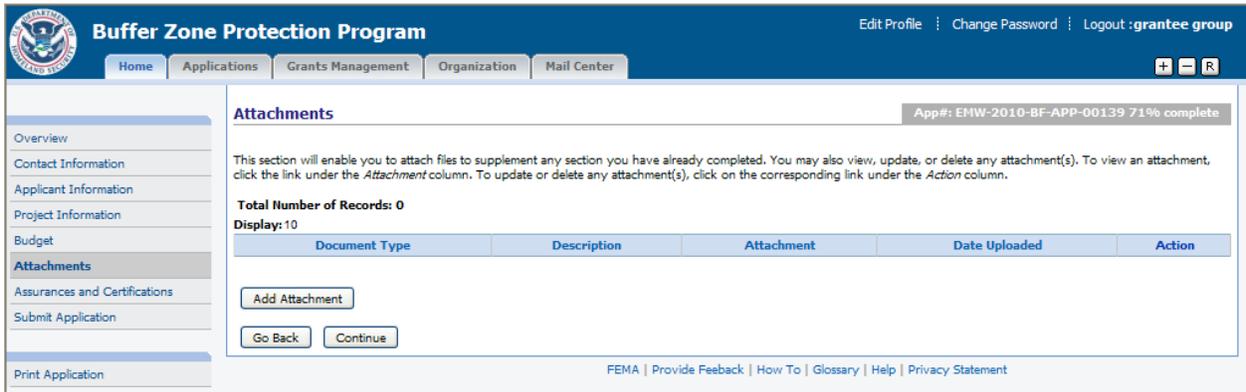
If the organization address needs to be changed and applications have already been submitted, click the Create Amendment button to create an Organization Address Change amendment before submitting the application.



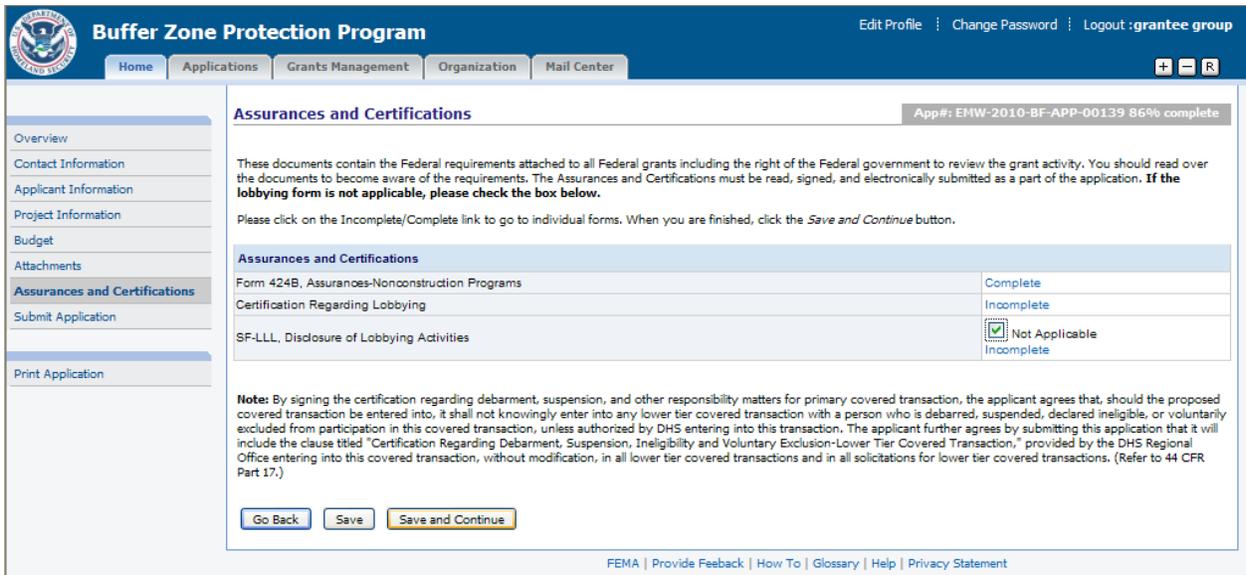
The screenshot shows the 'Project Information' form in the Buffer Zone Protection Program application. The form includes a navigation menu on the left with options like Overview, Contact Information, Applicant Information, Project Information (selected), Budget, Attachments, Assurances and Certifications, Submit Application, and Print Application. The main content area has a header 'Project Information' and a progress indicator 'App#: EHW-2010-BF-APP-00139 43% complete'. Below the header, there are two text areas for 'Descriptive Title of Applicant Project' and 'Areas Affected by Project (Cities, Counties, States, etc.)', both with a 500-character limit. There are also fields for 'Proposed Project' with start and end date pickers. At the bottom, there is a section for 'Congressional Districts' with a list of available districts (VA-001 to VA-010) and a 'Selected Districts' box. Navigation buttons 'Go Back', 'Save', and 'Save and Continue' are at the bottom of the form.

- 8 Enter / select the information requested and click the *Save and Continue* button
 - ▶ The **Budget** screen will be displayed

- III. Click the *Save and Continue* button
 - ▶ The **Attachments** screen (for the application) will be displayed



- 10 Add any applicable attachments for the application and make sure to select the document type. If your application requires you to submit Investment Justification(s), you can upload them here.
- 11 After you finished adding attachments click the *Continue* button
 - ▶ The **Assurances and Certifications** screen will be displayed



- 12 The screen lists all the Assurances and Certifications documents that are required for the application. An **Incomplete** link next to a document means that the corresponding document has not yet been signed.
- 13 For each unsigned Assurance / Certification document, you must either click its **Incomplete** link to view and sign, or check the *Not Applicable* box (if the box is displayed)
 - ▶ When you click the **Incomplete** link, the corresponding Assurance / Certification document will be displayed

Digital Signature

By checking the box below and providing your password, you are providing your digital signature.

* Password

* I, Grantee Lastname, am hereby providing my signature for this application as of 25-Aug-2009

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14 You must sign the document by:

- Entering your password in the Password text box
- Clicking the Certification Check Box

15 Click the Save and Continue button to return to the **Assurances and Certifications** screen

- ▶ The signed section will now show a **Complete** link next to it

16 After all the documents have been either signed or marked Not Applicable, click the *Save and Continue* button

- ▶ The **Submit Application** screen will be displayed


Buffer Zone Protection Program
Edit Profile | Change Password | Logout : grantee group

Home | Applications | Grants Management | Organization | Mail Center
+ - R

Submit Application

App#: EMW-2010-BF-APP-00139 100% complete

Each section of your application to FEMA is listed below. If any required information is missing from a section its status will be listed as incomplete. You can return to that section of the application by clicking the update link. Once all sections of your Application are complete, you may submit your application.

Application Area	Status	Action
Overview	Completed	Update Review
Contact Information	Completed	Update Review
Applicant Information	Completed	Update Review
Project Information	Completed	Update Review
Budget	Completed	Update Review
Attachments	Completed	Update Review
Assurances and Certifications	Completed	Update Review

Digital Signature

- YOU WILL NOT BE ALLOWED TO EDIT THIS APPLICATION ONCE IT HAS BEEN SUBMITTED. If you are not yet ready to submit this application, log out and save it until you feel that you have no more changes.
- When you submit this application, you, as an authorized representative of the organization applying for this grant, are certifying that the following statements are true:
 To the best of my knowledge and belief, all data submitted in this application are true and correct.
 This application has been duly authorized by the governing body of the applicant and the applicant will comply to the Assurances and Certifications if assistance is awarded.

To sign your application, check the box below and enter your password in the space provided. To submit your application click the Submit Application button below to officially submit your application to FEMA.

* Password

* I, grantee group, am hereby providing my signature for this application as of 26-May-2010

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NOTE: The *Submit Application* button will only appear on the **Submit Application** screen when all the application sections are marked Completed and if you are designated as the Authorizing Official for the application.

Once the application is submitted, you will not be able to edit the application.

You can go directly to any section of the application by clicking:

- The left hand menu link of the application section
- The **Update** link in the Action column

17 Provide your electronic signature by entering your password and checking the certification checkbox



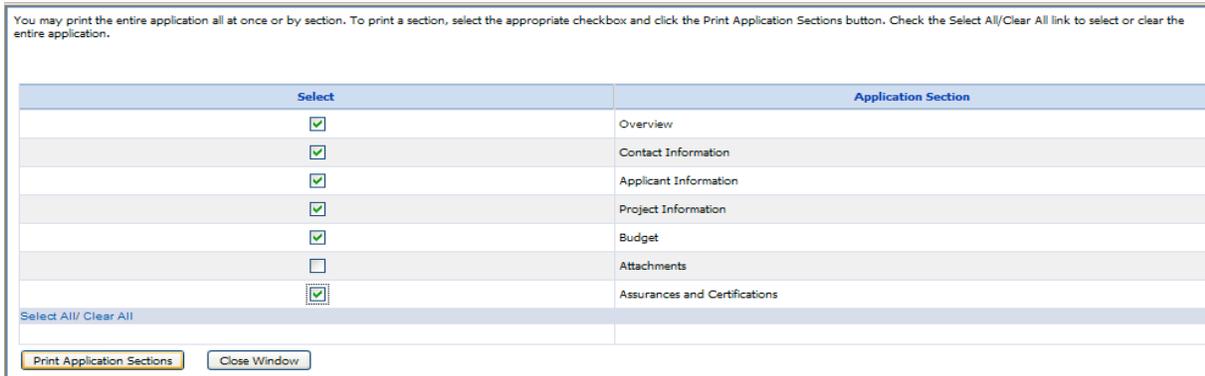
NOTE: You **must** be designated as the Authorizing Official in the Contact Information section for the application to sign and submit it.

- 18 Click the *Submit Application* button
 - ▶ The **Submit Application** (confirmation) screen will be displayed to indicate that your application was accepted




NOTE: The Application Number of the submitted application will be displayed in the gray box near the top of the screen.

- 19 Click the *Print Application* button to print a copy of the application
 - ▶ The **Print Application** screen will be displayed



Select	Application Section
<input checked="" type="checkbox"/>	Overview
<input checked="" type="checkbox"/>	Contact Information
<input checked="" type="checkbox"/>	Applicant Information
<input checked="" type="checkbox"/>	Project Information
<input checked="" type="checkbox"/>	Budget
<input type="checkbox"/>	Attachments
<input checked="" type="checkbox"/>	Assurances and Certifications

- 20 Select the application sections you want to print, then click the *Print Application Sections* button
 - ▶ The application sections you selected, along with a standard Windows Print Dialog Box will be displayed
- 21 Select the printer then click the *Print* button on the Print Dialogue box
- 22 The displayed application sections will be printed.

MODULE 3: SUMMARY

After completing this module, you should be able to begin an application in Grants.Gov and then view, complete, and submit an application in ND Grants.

MODULE 4: GRANTS MANAGEMENT FUNCTIONS

MODULE 4: OVERVIEW

The **Grants Management** tab allows grantees to perform post-award functions. These functions currently include:

- Reviewing Award Packages for acceptance or rejection
- Viewing accepted or rejected Award Packages
- Downloading 1199A Standard Direct Deposit Forms
- Creating and viewing amendments to Award Packages
- Submitting Performance Reports

To perform any Grants Management function, you must first click the **Grants Management** tab at the top of the screen.

MODULE 4: OBJECTIVES

At the end of this module, you should be able to:

- Accept or reject an award
- View each section of the Award Package
- Understand the process to download and submit an 1199A standard direct deposit form
- Create an amendment to an Award Package
- View and submit Performance Reports

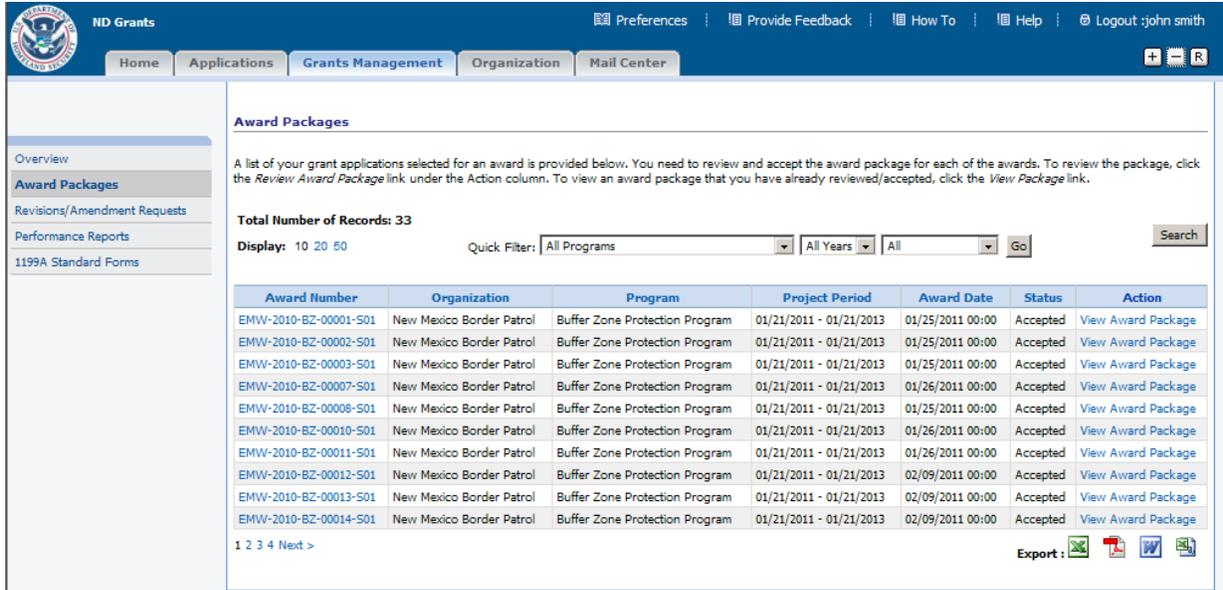
MODULE 4: LESSON 1: REVIEWING, ACCEPTING AND REJECTING AN AWARD

The Award Packages section lists all applications for your organization that have undergone all FEMA reviews and have been approved and selected for award. Award Packages for any applications that have been approved for award, but not yet accepted by the grantee are listed with a [Review Award Package](#) link in the Action column. In order to proceed further (i.e., request payments, etc.), you need to accept the Award Package. You also have the option of declining the award package, if necessary.



NOTE: Only users designated as the Authorizing Official for the award can accept or decline an award package.

- 1 Under the **Grants Management** tab click the [Award Packages](#) left hand menu link
 - ▶ The **Award Packages** screen will be displayed



ND Grants | Preferences | Provide Feedback | How To | Help | Logout :john smith

Home | Applications | **Grants Management** | Organization | Mail Center

Award Packages

A list of your grant applications selected for an award is provided below. You need to review and accept the award package for each of the awards. To review the package, click the *Review Award Package* link under the Action column. To view an award package that you have already reviewed/accepted, click the *View Package* link.

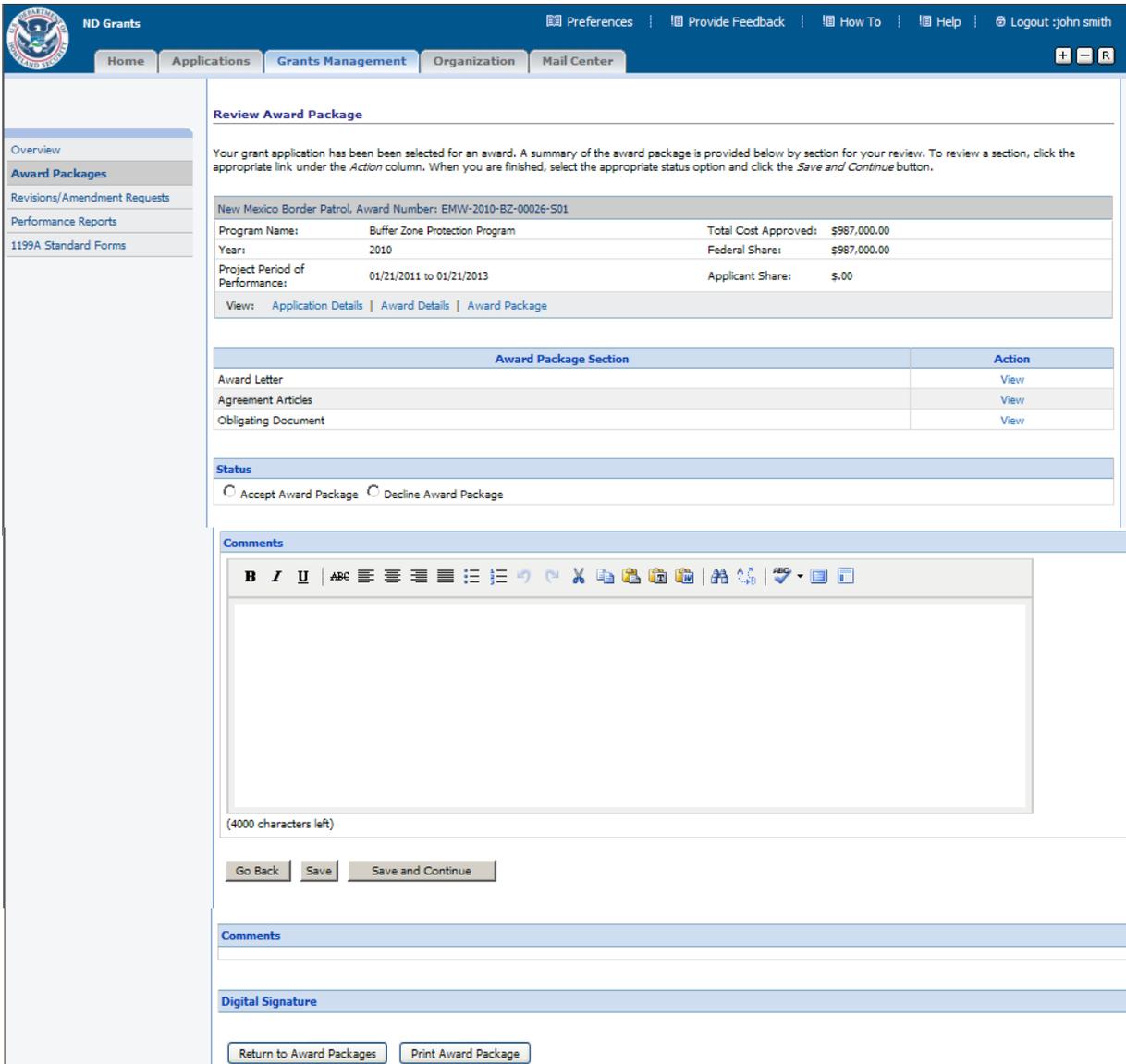
Total Number of Records: 33

Display: 10 20 50 Quick Filter: All Programs | All Years | All |

Award Number	Organization	Program	Project Period	Award Date	Status	Action
EMW-2010-BZ-00001-S01	New Mexico Border Patrol	Buffer Zone Protection Program	01/21/2011 - 01/21/2013	01/25/2011 00:00	Accepted	View Award Package
EMW-2010-BZ-00002-S01	New Mexico Border Patrol	Buffer Zone Protection Program	01/21/2011 - 01/21/2013	01/25/2011 00:00	Accepted	View Award Package
EMW-2010-BZ-00003-S01	New Mexico Border Patrol	Buffer Zone Protection Program	01/21/2011 - 01/21/2013	01/25/2011 00:00	Accepted	View Award Package
EMW-2010-BZ-00007-S01	New Mexico Border Patrol	Buffer Zone Protection Program	01/21/2011 - 01/21/2013	01/26/2011 00:00	Accepted	View Award Package
EMW-2010-BZ-00008-S01	New Mexico Border Patrol	Buffer Zone Protection Program	01/21/2011 - 01/21/2013	01/25/2011 00:00	Accepted	View Award Package
EMW-2010-BZ-00010-S01	New Mexico Border Patrol	Buffer Zone Protection Program	01/21/2011 - 01/21/2013	01/26/2011 00:00	Accepted	View Award Package
EMW-2010-BZ-00011-S01	New Mexico Border Patrol	Buffer Zone Protection Program	01/21/2011 - 01/21/2013	01/26/2011 00:00	Accepted	View Award Package
EMW-2010-BZ-00012-S01	New Mexico Border Patrol	Buffer Zone Protection Program	01/21/2011 - 01/21/2013	02/09/2011 00:00	Accepted	View Award Package
EMW-2010-BZ-00013-S01	New Mexico Border Patrol	Buffer Zone Protection Program	01/21/2011 - 01/21/2013	02/09/2011 00:00	Accepted	View Award Package
EMW-2010-BZ-00014-S01	New Mexico Border Patrol	Buffer Zone Protection Program	01/21/2011 - 01/21/2013	02/09/2011 00:00	Accepted	View Award Package

1 2 3 4 Next > Export:    

- 2 Locate the award that you are looking for. If you do not see it listed on the screen, click the *Search* button or use the *Quick Filter* options to find it.
- 3 Click the [Review Award Package](#) link for the award you want to review
 - ▶ The **Review Award Package** screen will be displayed



The screenshot shows the 'Review Award Package' page in the FEMA Grants Management System. The page title is 'Review Award Package'. Below the title, there is a summary of the award package for 'New Mexico Border Patrol, Award Number: EMW-2010-BZ-00026-501'. The summary includes the following details:

Program Name:	Buffer Zone Protection Program	Total Cost Approved:	\$987,000.00
Year:	2010	Federal Share:	\$987,000.00
Project Period of Performance:	01/21/2011 to 01/21/2013	Applicant Share:	\$,00

Below the summary, there is a table with two columns: 'Award Package Section' and 'Action'. The table lists three sections: 'Award Letter', 'Agreement Articles', and 'Obligating Document', each with a 'View' link in the 'Action' column.

The 'Status' section shows two radio buttons: 'Accept Award Package' (selected) and 'Decline Award Package'.

There is a 'Comments' section with a rich text editor and a character count of '(4000 characters left)'. Below the comments section are buttons for 'Go Back', 'Save', and 'Save and Continue'.

At the bottom of the page, there are buttons for 'Return to Award Packages' and 'Print Award Package'.

- 4 Click the [View](#) links to view the sections of the award
- 5 After reviewing all the sections of the award, you can select to Accept or Decline the award package
 - I. If you decline the award, enter the reason for declining it in the *Comments* box
- 6 Click the Save and Continue button
 - ▶ The **Accept Award Package Confirmation** screen or the **Decline Award Package Confirmation** screen will be displayed, depending on whether you accepted or declined the Award Package

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ND Grants

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Accept Award Package Confirmation

You have selected to accept the award package provided below. To cancel, click the *Go Back* button. To continue and accept the package, enter your password and click the *Submit* button.

Fields marked with * are required.

New Mexico Border Patrol, Award Number: EMW-2010-BZ-00026-S01			
Program Name:	Buffer Zone Protection Program	Total Cost Approved:	\$987,000.00
Year:	2010	Federal Share:	\$987,000.00
Project Period of Performance:	01/21/2011 to 01/21/2013	Applicant Share:	\$.00

View: [Application Details](#) | [Award Details](#) | [Award Package](#)

Award Package Section	Action
Award Letter	View
Agreement Articles	View
Obligating Document	View

Comments

B *I* U ABC          

(4000 characters left)

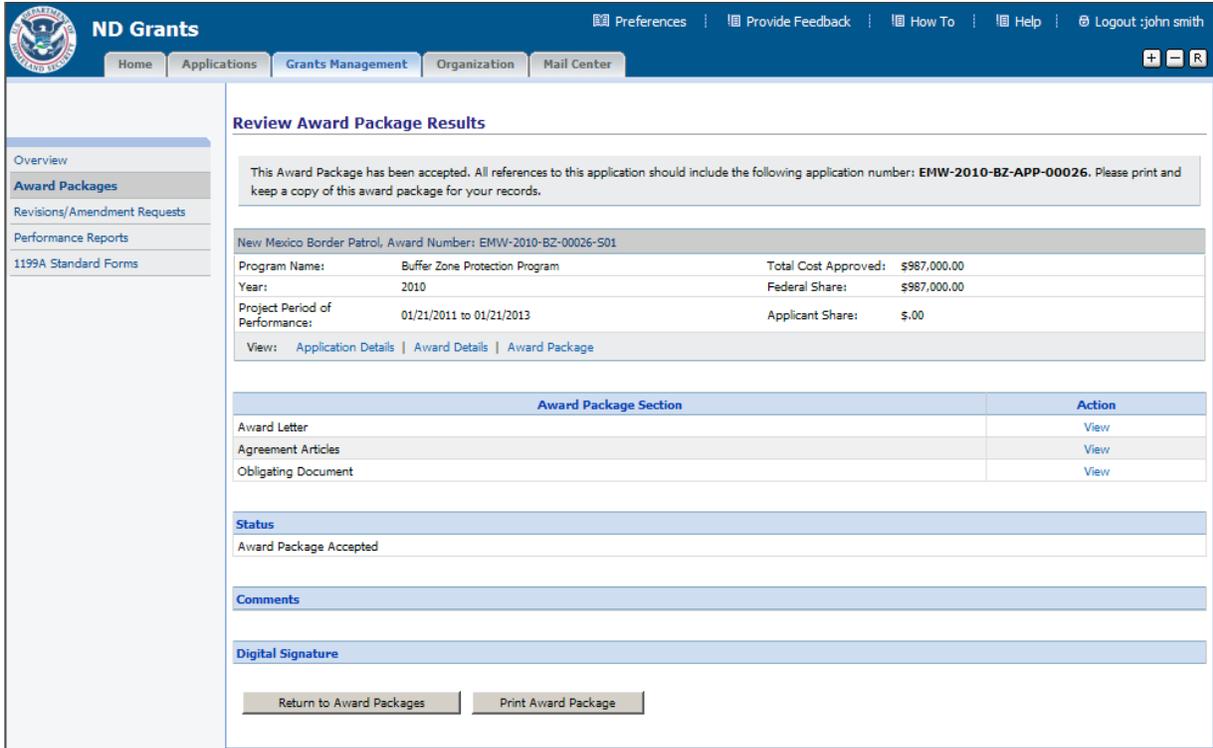
Digital Signature

By checking the box below and providing your password, you are providing your digital signature.

* Password:

* I, Laura Ingles, or my designee accept the above award package(s) and am hereby providing my signature on this day of 03/16/2011.

- 7 Sign and certify your acceptance or denial, then click the *Submit* button
 - ▶ The **Review Award Package Results** screen will be displayed to confirm your acceptance or denial



Review Award Package Results

This Award Package has been accepted. All references to this application should include the following application number: **EMW-2010-BZ-APP-00026**. Please print and keep a copy of this award package for your records.

New Mexico Border Patrol, Award Number: EMW-2010-BZ-00026-S01

Program Name:	Buffer Zone Protection Program	Total Cost Approved:	\$987,000.00
Year:	2010	Federal Share:	\$987,000.00
Project Period of Performance:	01/21/2011 to 01/21/2013	Applicant Share:	\$.00

View: [Application Details](#) | [Award Details](#) | [Award Package](#)

Award Package Section	Action
Award Letter	View
Agreement Articles	View
Obligating Document	View

Status

Award Package Accepted

Comments

Digital Signature

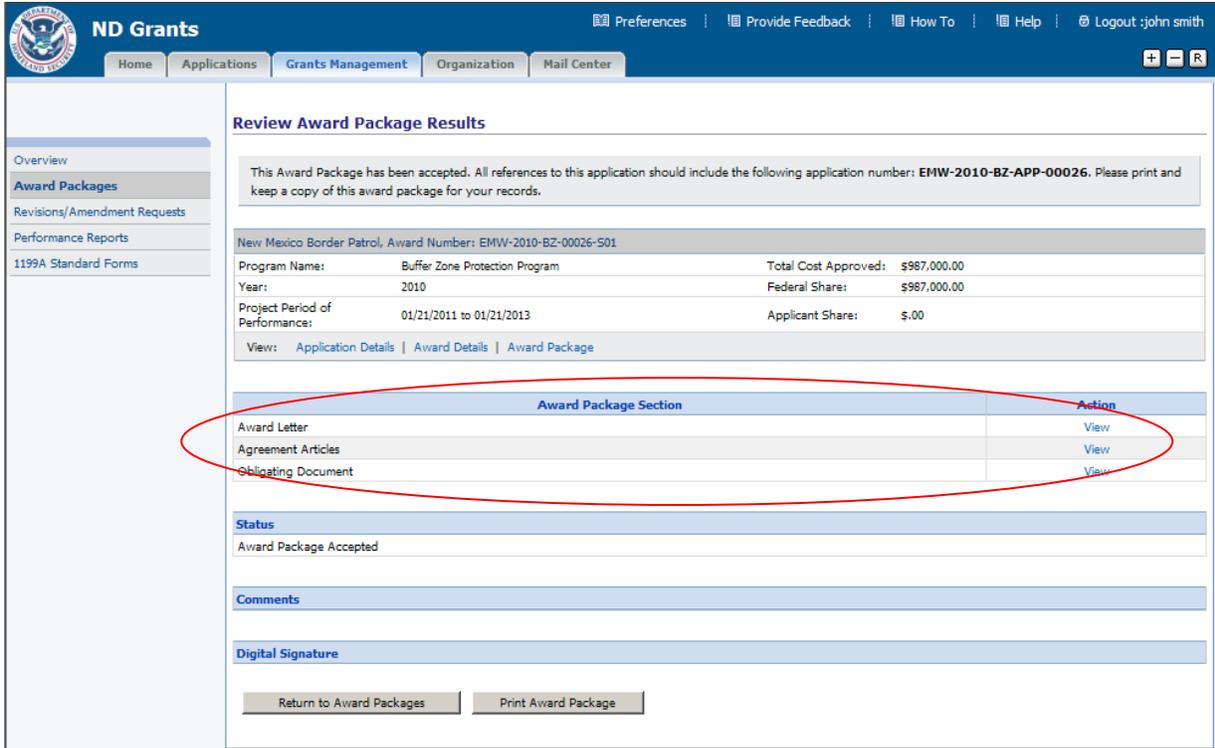
[Return to Award Packages](#) [Print Award Package](#)

- 8 Click the *Return to Award Packages* button
 - ▶ You will be returned to the **Award Packages** screen

MODULE 4: LESSON 2: VIEWING AN AWARD

Award Packages that have already been accepted or rejected by the Authorizing Official are listed with a [View Award Package](#) link in the Action column.

- 1 Under the **Grants Management** tab, click the [Award Packages](#) left hand menu link
 - ▶ The **Award Packages** screen will be displayed
- 2 Find an award from the list, and click the [View Award Package](#) link
 - ▶ Depending on whether the award was previously accepted or rejected, the Review **Award Package Results** screen will display a gray text box near the top of the screen indicating the status of the Award Package.



ND Grants | Preferences | Provide Feedback | How To | Help | Logout :john.smith

Home | Applications | **Grants Management** | Organization | Mail Center

Review Award Package Results

This Award Package has been accepted. All references to this application should include the following application number: **EMW-2010-BZ-APP-00026**. Please print and keep a copy of this award package for your records.

New Mexico Border Patrol, Award Number: EMW-2010-BZ-00026-S01

Program Name:	Buffer Zone Protection Program	Total Cost Approved:	\$987,000.00
Year:	2010	Federal Share:	\$987,000.00
Project Period of Performance:	01/21/2011 to 01/21/2013	Applicant Share:	\$.00

View: [Application Details](#) | [Award Details](#) | [Award Package](#)

Award Package Section	Action
Award Letter	View
Agreement Articles	View
Obligating Document	View

Status
Award Package Accepted

Comments

Digital Signature

[Return to Award Packages](#) | [Print Award Package](#)

- Click on the [View](#) link to view any sections of the award



NOTE: The Status section of the screen indicates whether your organization accepted or rejected the award.

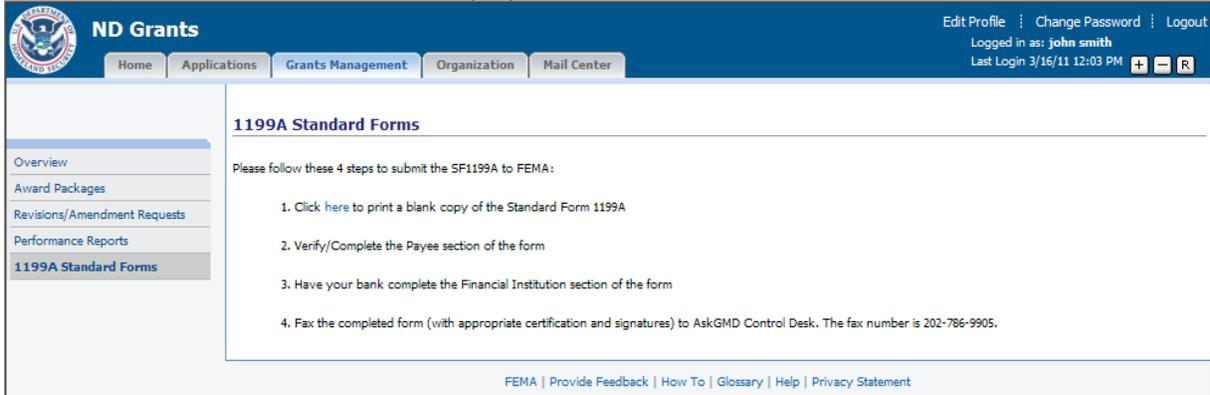
The Comments section states the reason why the award was declined (or perhaps why the award was accepted)

- Click the *Return to Award Packages* button
 - ▶ The **Award Packages** screen will be re-displayed

MODULE 4: LESSON 3: SUBMITTING AN 1199A FORM (DIRECT DEPOSIT SIGN-UP FORM)

After you accept an Award Package, you **must** submit a current SF1199A Direct Deposit form for the organization that accepted the Award Package. This must be done to ensure that the information regarding your organization's financial institution is correct.

- 1 Under the **Grants Management** tab click the [1199A Standard Forms](#) left hand menu link
- 2 Click the link called '[Click here to print a blank copy of the Standard Form 1199A](#)'. (This appears as step 1 at the top of the screen)



The screenshot shows the 'ND Grants' web application interface. The top navigation bar includes 'Home', 'Applications', 'Grants Management', 'Organization', and 'Mail Center'. The 'Grants Management' tab is active. On the right, there are links for 'Edit Profile', 'Change Password', and 'Logout', along with user information: 'Logged in as: john smith' and 'Last Login 3/16/11 12:03 PM'. The left sidebar contains a menu with 'Overview', 'Award Packages', 'Revisions/Amendment Requests', 'Performance Reports', and '1199A Standard Forms' (which is highlighted). The main content area is titled '1199A Standard Forms' and contains the following instructions:

Please follow these 4 steps to submit the SF1199A to FEMA:

1. Click [here](#) to print a blank copy of the Standard Form 1199A
2. Verify/Complete the Payee section of the form
3. Have your bank complete the Financial Institution section of the form
4. Fax the completed form (with appropriate certification and signatures) to AskGMD Control Desk. The fax number is 202-786-9905.

At the bottom of the page, there are links for 'FEMA | Provide Feedback | How To | Glossary | Help | Privacy Statement'.

- 3 Manually enter the requested information on the SF-1199A that you just printed
- 4 Bring the SF-1199A to your Financial Institution
 - I. Have your financial institution fill out sections 2 and 3
 - II. Have your financial institution sign the form
- 5 Fax the completed SF-1199A form (with appropriate certification and signatures) to FEMA. The fax number is 202-786-9905

MODULE 4: LESSON 4: VIEWING AMENDMENTS FOR AWARD PACKAGES

Once you received an award package, you can make changes to it by submitting an amendment request. Generally, there are two types of amendments: 1) one that requires a FEMA internal review or 2) one that does not require a FEMA internal review. You cannot create an amendment combining amendment types with approvals with those that do not require approvals.

The following types of amendments/changes can be requested through the system:

- **Period of Performance** – requires FEMA internal review
- **Authorizing Official** - requires FEMA internal review
- **Cost** - requires FEMA internal review
- **Scope of Work** - requires FEMA internal review
- **Other** - requires FEMA internal review
- **Contact** – does not require FEMA internal review

- 1 To view amendments click on the **Grants Management** tab
- 2 Click the [Revisions/Amendment Requests](#) left hand menu link
 - ▶ The **Grantee Amendment Request** screen will be displayed, listing all awards

Grantee Amendment Request

A list of awards for which you may request amendment is provided below. To request an amendment, click the *Request Amendment* link under the Action column. To View a list of amendments created for an award, click the *View Amendments* link.

Total Number of Records: 46

Display: 10 20 50 Quick Filter: All Programs All Years All Statuses Go

Award Number	Program Name	Project Period	Federal Share	Status	Action
EMW-2010-EO-00009-501	Emergency Operations Center Grant Program	11/02/2009 - 11/30/2012	108,750.00	Submitted	View Amendments
EMW-2010-BF-00020-501	Buffer Zone Protection Program	11/23/2009 - 11/23/2011	6,010.00	Pending Submission	View Amendments
EMW-2010-EP-00008-501	Emergency Management Performance Grants	11/23/2009 - 11/23/2011	217,000.00	Pending Submission	View Amendments
EMW-2010-EO-00014-501	Emergency Operations Center Grant Program	01/31/2010 - 01/31/2013	210,000.00	Approved	Request Amendment View Amendments
EMW-2010-EP-00010-501	Emergency Management Performance Grants	03/31/2010 - 12/31/2012	670,000.00	Approved	Request Amendment View Amendments
EMW-2010-BF-00008-501	Buffer Zone Protection Program	11/23/2009 - 11/23/2011	546,601.00	Submitted	View Amendments
EMW-2010-BF-00022-501	Buffer Zone Protection Program	11/23/2009 - 11/23/2011	250,000.00	Denied	Request Amendment View Amendments
EMW-2010-BF-00029-501	Buffer Zone Protection Program	03/31/2010 - 01/31/2013	367,000.00	Pending Submission	View Amendments
EMW-2010-UA-00006-501	Urban Areas Security Initiative Nonprofit Security Grant Program	11/23/2009 - 11/30/2012	10,000.00	Approved	View Amendments
EMW-2010-PU-00004-501	Port Security Grant Program	01/31/2010 - 11/30/2012	285,000.00	Submitted	View Amendments

< Previous 1 2 3 4 5 Next > Export:    

- 3 You can filter the awards shown on the screen by Program, Fiscal Year and Status

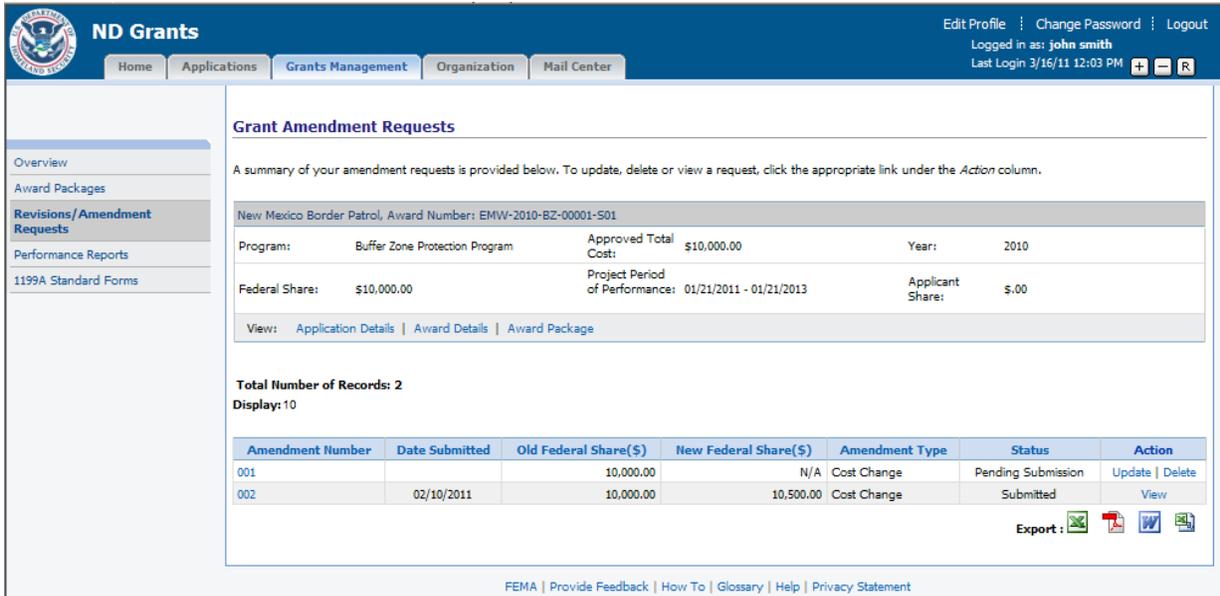


NOTE: The statuses that can be selected for filtering are: All Statuses, Pending Action, Pending Submission, Released, Submitted, Approved, Denied, Deleted or No Amendments

- 4 The [View Amendments](#) link will be displayed for any award that has at least one pending amendment, indicating that you will not be able to submit another amendment until the pending amendment was approved or denied.
- 5 To view amendments for an award, click the [View Amendments](#) link corresponding to the award
 - ▶ The **Grantee Amendment Requests** screen will be displayed, listing all the amendments for the award, including the Amendment Number, Date Submitted, Old and New Federal Share, Amendment Type, Status and the actions you can perform.



NOTE: The [Request Amendment](#) link will be displayed for awards that have no pending amendment requests, allowing you to create an amendment for the award.



ND Grants | Home | Applications | Grants Management | Organization | Mail Center | Edit Profile | Change Password | Logout | Logged in as: john smith | Last Login 3/16/11 12:03 PM

Grant Amendment Requests

A summary of your amendment requests is provided below. To update, delete or view a request, click the appropriate link under the Action column.

New Mexico Border Patrol, Award Number: EMW-2010-BZ-00001-501

Program:	Buffer Zone Protection Program	Approved Total Cost:	\$10,000.00	Year:	2010
Federal Share:	\$10,000.00	Project Period of Performance:	01/21/2011 - 01/21/2013	Applicant Share:	\$.00

View: [Application Details](#) | [Award Details](#) | [Award Package](#)

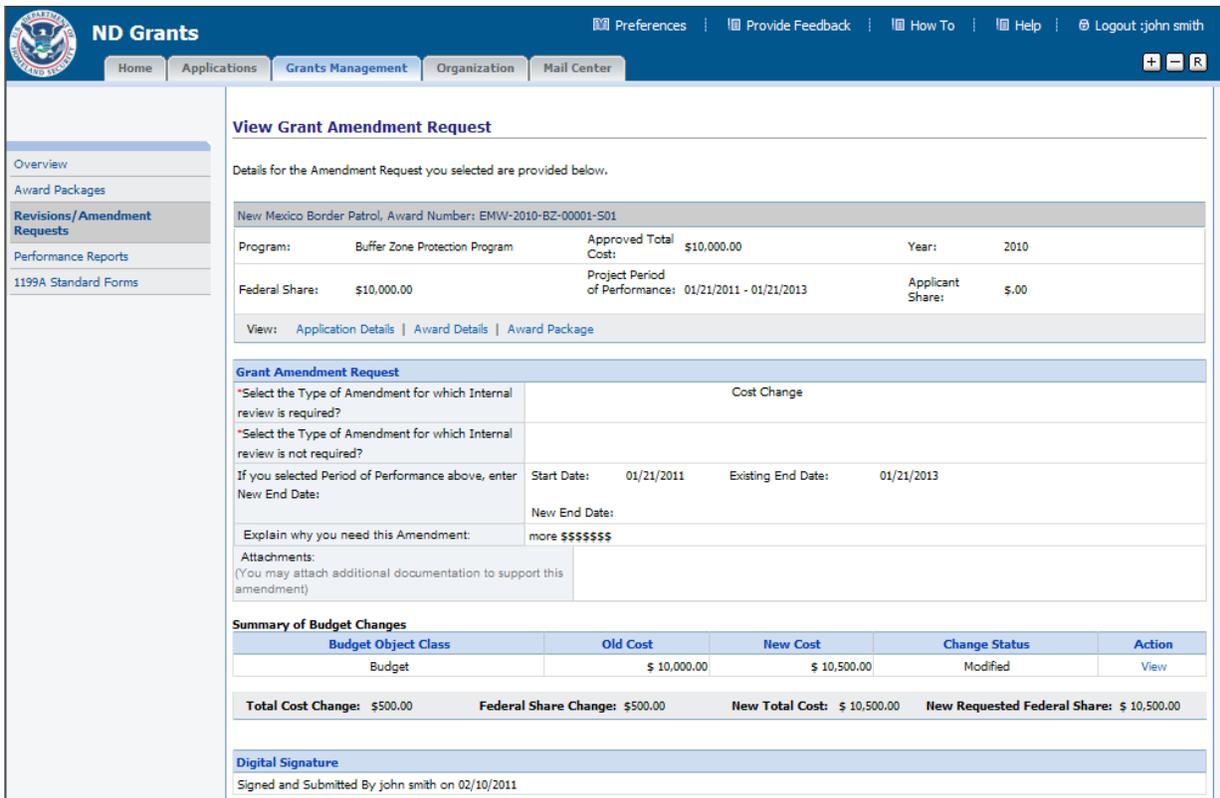
Total Number of Records: 2
Display: 10

Amendment Number	Date Submitted	Old Federal Share(\$)	New Federal Share(\$)	Amendment Type	Status	Action
001		10,000.00	N/A	Cost Change	Pending Submission	Update Delete
002	02/10/2011	10,000.00	10,500.00	Cost Change	Submitted	View

Export:    

FEMA | [Provide Feedback](#) | [How To](#) | [Glossary](#) | [Help](#) | [Privacy Statement](#)

- Click the [View](#) link next to the amendment you would like to review
 - ▶ The **View Grant Amendment Request** screen will be displayed, allowing you to view your submitted amendment request



ND Grants | Home | Applications | Grants Management | Organization | Mail Center | Preferences | Provide Feedback | How To | Help | Logout: john smith

View Grant Amendment Request

Details for the Amendment Request you selected are provided below.

New Mexico Border Patrol, Award Number: EMW-2010-BZ-00001-501

Program:	Buffer Zone Protection Program	Approved Total Cost:	\$10,000.00	Year:	2010
Federal Share:	\$10,000.00	Project Period of Performance:	01/21/2011 - 01/21/2013	Applicant Share:	\$.00

View: [Application Details](#) | [Award Details](#) | [Award Package](#)

Grant Amendment Request

*Select the Type of Amendment for which Internal review is required? Cost Change

*Select the Type of Amendment for which Internal review is not required?

If you selected Period of Performance above, enter New End Date: Start Date: 01/21/2011 Existing End Date: 01/21/2013

Explain why you need this Amendment: more \$\$\$\$\$\$

Attachments: (You may attach additional documentation to support this amendment)

Summary of Budget Changes

Budget Object Class	Old Cost	New Cost	Change Status	Action
Budget	\$ 10,000.00	\$ 10,500.00	Modified	View

Total Cost Change: \$500.00 **Federal Share Change: \$500.00** **New Total Cost: \$ 10,500.00** **New Requested Federal Share: \$ 10,500.00**

Digital Signature

Signed and Submitted By john smith on 02/10/2011

- On the **Grantee Amendment Requests** screen, click the [Amendment Letter](#) link if you would like to read the amendment letter corresponding to your approved amendment request

MODULE 4: LESSON 5: CREATING AMENDMENTS FOR AWARD PACKAGES

You will only be able to create a new amendment if there are not any pending amendments or deobligations for the award. Based on the amendment types selected, the appropriate application sections will be available for you to update. You will also be able to upload attachments with the amendments.



NOTE: Only the Authorizing Official can submit amendments.

- 1 Click the **Grants Management** tab at the top of the screen
- 2 Click the **Revisions/Amendment Requests** left hand menu link
 - ▶ The **Grantee Amendment Request** screen will be displayed, listing all awards with amendments

Grantee Amendment Request						
<p>A list of awards for which you may request amendment is provided below. To request an amendment, click the <i>Request Amendment</i> link under the Action column. To View a list of amendments created for an award, click the <i>View Amendments</i> link.</p>						
<p>Total Number of Records: 46</p>						
<p>Display: 10 20 50 Quick Filter: All Programs All Years All Statuses Go</p>						
Award Number	Program Name	Project Period	Federal Share	Status	Action	
EMW-2010-EO-00009-501	Emergency Operations Center Grant Program	11/02/2009 - 11/30/2012	108,750.00	Submitted	View Amendments	
EMW-2010-BF-00020-501	Buffer Zone Protection Program	11/23/2009 - 11/23/2011	6,010.00	Pending Submission	View Amendments	
EMW-2010-EP-00008-501	Emergency Management Performance Grants	11/23/2009 - 11/22/2011	217,000.00	Pending Submission	View Amendments	
EMW-2010-EO-00014-501	Emergency Operations Center Grant Program	01/31/2010 - 01/31/2013	210,000.00	Approved	Request Amendment View Amendments	
EMW-2010-EP-00010-501	Emergency Management Performance Grants	03/31/2010 - 12/31/2012	670,000.00	Approved	Request Amendment View Amendments	
EMW-2010-BF-00008-501	Buffer Zone Protection Program	11/23/2009 - 11/23/2011	546,601.00	Submitted	View Amendments	
EMW-2010-BF-00022-501	Buffer Zone Protection Program	11/23/2009 - 11/23/2011	250,000.00	Denied	Request Amendment View Amendments	
EMW-2010-BF-00029-501	Buffer Zone Protection Program	03/31/2010 - 01/31/2013	367,000.00	Pending Submission	View Amendments	
EMW-2010-UA-00006-501	Urban Areas Security Initiative Nonprofit Security Grant Program	11/23/2009 - 11/30/2012	10,000.00	Approved	View Amendments	
EMW-2010-PU-00004-501	Port Security Grant Program	01/31/2010 - 11/30/2012	285,000.00	Submitted	View Amendments	
<p>< Previous 1 2 3 4 5 Next > Export:    </p>						



NOTE: If there is an outstanding deobligation for the award, you will not be able to create a Cost Change or Scope of Work Change amendment.

- 3 To create an amendment click on the [Request Amendment](#) link next to the award for which you would like to create the amendment
 - ▶ The **Create/Update Amendment Request** screen will be displayed, allowing you to enter details about the amendment request

 **ND Grants**

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[Home](#) | [Applications](#) | [Grants Management](#) | [Organization](#) | [Mail Center](#)

[+](#) [-](#) [R](#)

Create/Update Amendment Request

To request an extension in your project period, enter the new end date in field provided below. To submit your amendment, sign in the space provided below and click on the *Save and Continue* button.

i To change your scope of work, cost, contacts, or address you need to update your award by clicking the *Modify Award* button below. You can only select amendment type(s) for which, either the internal review is required or the internal review is not required.

New Mexico Border Patrol, Award Number: EMW-2010-BZ-00007-501			
Program:	Buffer Zone Protection Program	Approved Total Cost:	\$200,000.00
		Year:	2010
Federal Share:	\$200,000.00	Project Period of Performance:	01/21/2011 - 01/21/2013
		Applicant Share:	\$.00

View: [Application Details](#) | [Award Details](#) | [Award Package](#)

Grant Amendment Request

*Select the Type of Amendment for which Internal review is required?

*Select the Type of Amendment for which Internal review is not required?

If you selected Period of Performance above, enter New End Date:

Start Date: 01/21/2011 Existing End Date: 01/21/2013

New End Date:

9 Explain why you need this Amendment:

Attachments:
(You may attach additional documentation to support this amendment)

- 4 Fill out all required fields, including your explanation to request the amendment



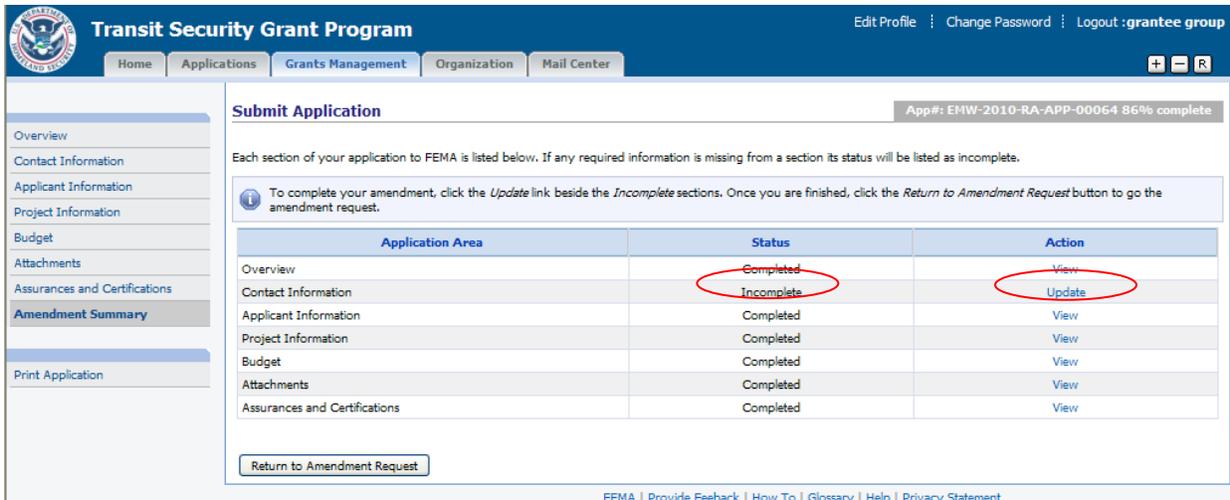
NOTE: You can select multiple amendment types, but you cannot combine the Contact Change amendment type with any other amendment type for the same amendment. If you need to create both a Contact Change amendment and another amendment, create the Contact Change amendment first as this type of amendment will be approved automatically.

- 5 Click the *Modify Award* button to update the appropriate section(s) within the award as well
 - ▶ The **Application Status** screen will be displayed, listing the different application sections



NOTE: Sections that will need to be updated will indicate a status of “incomplete” on the individual application section screens.

- 6 To update the an application section, click on the corresponding **Update** link next to the application section



Application Area	Status	Action
Overview	Completed	View
Contact Information	Incomplete	Update
Applicant Information	Completed	View
Project Information	Completed	View
Budget	Completed	View
Attachments	Completed	View
Assurances and Certifications	Completed	View

- 7 After updating the necessary information on the application section, click the *Save and Continue* button to continue to the next application section



NOTE: If a section is not editable, there will be a *Continue* button to navigate you to the next section.

- 8 Once all the required sections have been updated, click the **Amendment Summary** left hand menu link
 - ▶ The **Submit Application** screen will be displayed, indicating all the application sections with their appropriate status, (Completed or Incomplete) and a link to **View** or **Update** the section. You will need to make sure that all sections show completed prior to returning to the **Create/Update Amendment Request** screen.


Buffer Zone Protection Program

[Edit Profile](#) | [Change Password](#) | Logout : **grantee group**

Home
Applications
Grants Management
Organization
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[+](#) [-](#) [R](#)

- Overview
- Contact Information
- Applicant Information
- Project Information
- Budget
- Attachments
- Assurances and Certifications
- Amendment Summary
- Print Application

Submit Application App#: EHW-2010-BF-APP-00078 100% complete

Each section of your application to FEMA is listed below. If any required information is missing from a section its status will be listed as incomplete.

i To complete your amendment, click the *Update* link beside the *Incomplete* sections. Once you are finished, click the *Return to Amendment Request* button to go the amendment request.

Application Area	Status	Action
Overview	Completed	View
Contact Information	Completed	View
Applicant Information	Completed	View
Project Information	Completed	View
Budget	Completed	View
Attachments	Completed	View
Assurances and Certifications	Completed	View

Return to Amendment Request

[FEMA](#) | [Provide Feedback](#) | [How To](#) | [Glossary](#) | [Help](#) | [Privacy Statement](#)

- 9 Click the *Return to Amendment Request* button
 - ▶ The **Create/Update Amendment Request** screen will be re-displayed

 **ND Grants**

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[+](#) [-](#) [R](#)

Create/Update Amendment Request

To request an extension in your project period, enter the new end date in field provided below. To submit your amendment, sign in the space provided below and click on the *Save and Continue* button.

 To change your scope of work, cost, contacts, or address you need to update your award by clicking the *Modify Award* button below. You can only select amendment type(s) for which, either the internal review is required or the internal review is not required.

New Mexico Border Patrol, Award Number: EMW-2010-BZ-00007-501

Program:	Buffer Zone Protection Program	Approved Total Cost:	\$200,000.00	Year:	2010
Federal Share:	\$200,000.00	Project Period of Performance:	01/21/2011 - 01/21/2013	Applicant Share:	\$:00

View: [Application Details](#) | [Award Details](#) | [Award Package](#)

Grant Amendment Request

*Select the Type of Amendment for which Internal review is required?

Period Of Performance Change
 Cost Change
 Scope Of Work Change

Authorizing Official Change
 Signing Authority Change
 Other Change

*Select the Type of Amendment for which Internal review is not required?

Contact Change

If you selected Period of Performance above, enter New End

Start Date: 01/21/2011 Existing End Date: 01/21/2013
 New End Date:

* Explain why you need this Amendment:

B I U
 ABC
 [List Icons]
 [Link Icon]
 [Image Icon]
 [Print Icon]
 [Refresh Icon]
 [Undo Icon]
 [Redo Icon]
 [Help Icon]
 [Close Icon]

test

Attachments:
 (You may attach additional documentation to support this amendment)

Add Attachment

Modify Award

Summary of Budget Changes

Budget Object Class	Old Cost	New Cost	Change Status	Action
Budget	\$ 200,000.00	\$ 200,000.00	Not Modified	View

Go Back
 Save
 Save and Continue

- 10 Click the *Save and Continue* button on the **Create/Update Amendment Request** screen
 - ▶ The **Submit Amendment Request Confirmation** screen will be displayed


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Applications
Grants Management
Organization
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Submit Amendment Request Confirmation

The information you entered is provided below. Please verify that the information is correct and then press the *Submit Amendment Request* button. To modify this request, press the *Go Back* button.

New Mexico Border Patrol, Award Number: EMW-2010-BZ-00007-501			
Program:	Buffer Zone Protection Program	Approved Total Cost:	\$200,000.00
Federal Share:	\$200,000.00	Project Period of Performance:	01/21/2011 - 01/21/2013
		Year:	2010
		Applicant Share:	\$.00

View: [Application Details](#) | [Award Details](#) | [Award Package](#)

Grant Amendment Request

*Select the Type of Amendment for which Internal review is required?	Cost Change
*Select the Type of Amendment for which Internal review is not required?	
If you selected Period of Performance above, enter New End Date:	Start Date: 01/21/2011 Existing End Date: 01/21/2013 New End Date:
Explain why you need this Amendment:	test

Attachments:
(You may attach additional documentation to support this amendment)

Budget Object Class	Old Cost	New Cost	Change Status	Action
Budget	\$ 200,000.00	\$ 200,567.00	Modified	View
Total Cost Change: \$567.00		Federal Share Change: \$567.00		New Total Cost: \$ 200,567.00 New Requested Federal Share: \$ 200,567.00

Digital Signature/Certification

By checking the box below and providing your password, you are providing your digital signature.

* Password :

* I, Laura Ingles, or my designee am hereby providing my signature for this application as of 16-Mar-2011

Go Back
Submit Amendment Request

- 11 Sign and certify the request by entering your password and checking the certification checkbox then click the *Submit Amendment Request* button
 - ▶ The **Submit Amendment Request Results** screen will be displayed
- 12 You can print the Amendment Request by clicking the *Print Amendment Request* button

[Overview](#)
[Award Packages](#)
[Revisions/Amendment Requests](#)
[Performance Reports](#)
[1199A Standard Forms](#)

Submit Amendment Request Results

You have successfully submitted your amendment request to FEMA for approval. You may now print a receipt of this request, which you should keep for your records, by pressing the *Print Amendment Request* button below.

New Mexico Border Patrol, Award Number: EMW-2010-BZ-00007-501			
Program:	Buffer Zone Protection Program	Approved Total Cost:	\$200,000.00
		Year:	2010
Federal Share:	\$200,000.00	Project Period of Performance:	01/21/2011 - 01/21/2013
		Applicant Share:	\$.00

View: [Application Details](#) | [Award Details](#) | [Award Package](#)

Grant Amendment Request

*Select the Type of Amendment for which Internal review is required?	Cost Change
*Select the Type of Amendment for which Internal review is not required?	
If you selected Period of Performance above, enter New End Date:	Start Date: 01/21/2011 Existing End Date: 01/21/2013 New End Date:
Explain why you need this Amendment:	test
Attachments: <small>(You may attach additional documentation to support this amendment)</small>	

Summary of Budget Changes

Budget Object Class	Old Cost	New Cost	Change Status	Action
Budget	\$ 200,000.00	\$ 200,567.00	Modified	View
Total Cost Change: \$567.00	Federal Share Change: \$567.00	New Total Cost: \$ 200,567.00	New Requested Federal Share: \$ 200,567.00	

Digital Signature

Signed and Submitted By john smith on 03/16/2011

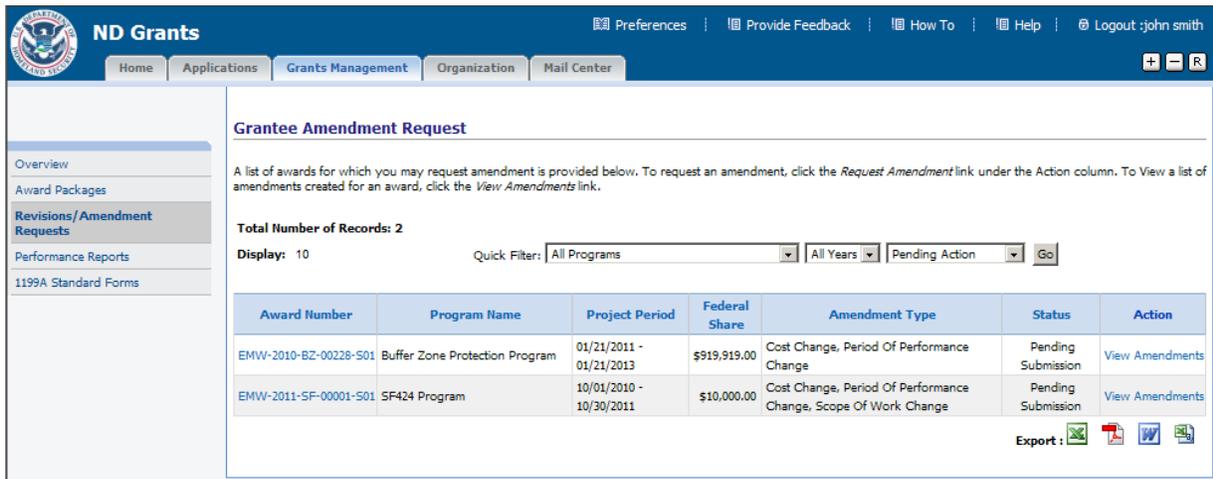
Return to Amendment Requests
Print Amendment Request

13 To view all amendment requests click the *Return to Amendment Requests* button

MODULE 4: LESSON 6: UPDATING AMENDMENTS


NOTE: You can only update amendments with the status of Pending Submission or Released.

- 1 To update amendments click on the **Grants Management** tab
- 2 Click the **Revisions/Amendment Requests** left hand menu link
 - ▶ The **Grantee Amendment Request** screen will be displayed, listing all awards
- 3 Enter the Quick Filter criteria Pending Action, then press the Go button. All awards with an action of Pending Submission will be displayed.



Grantee Amendment Request

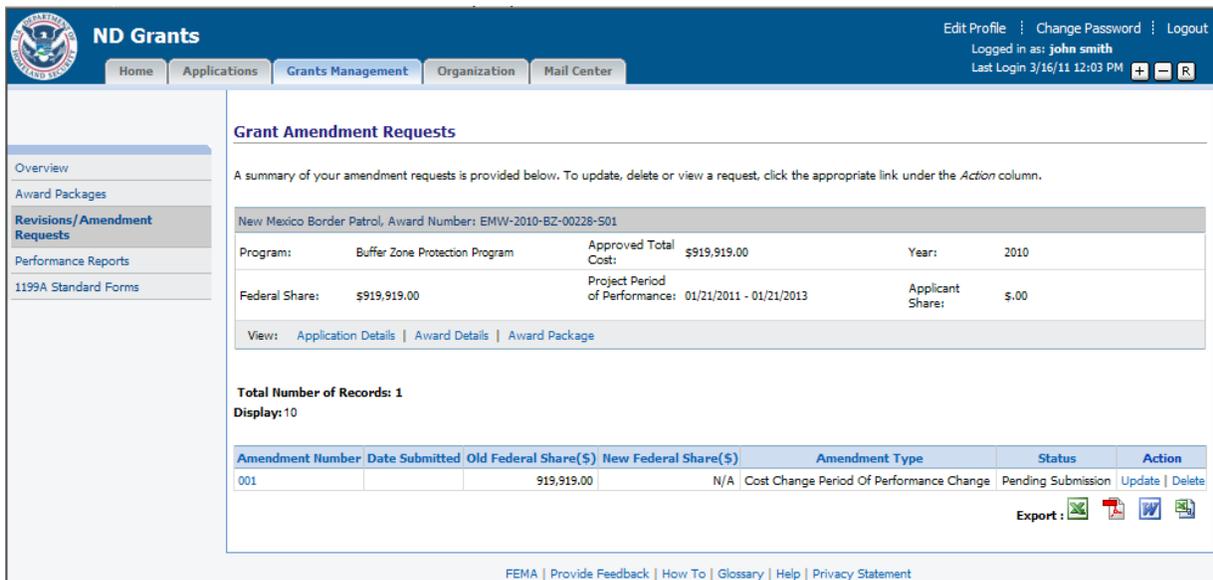
A list of awards for which you may request amendment is provided below. To request an amendment, click the *Request Amendment* link under the Action column. To View a list of amendments created for an award, click the *View Amendments* link.

Total Number of Records: 2
 Display: 10 Quick Filter: All Programs | All Years | Pending Action | Go

Award Number	Program Name	Project Period	Federal Share	Amendment Type	Status	Action
EMW-2010-BZ-00228-S01	Buffer Zone Protection Program	01/21/2011 - 01/21/2013	\$919,919.00	Cost Change, Period Of Performance Change	Pending Submission	View Amendments
EMW-2011-SF-00001-S01	SF424 Program	10/01/2010 - 10/30/2011	\$10,000.00	Cost Change, Period Of Performance Change, Scope Of Work Change	Pending Submission	View Amendments

Export:

- 4 Click the **View Amendments** link corresponding to the award you would like to update
 - ▶ The **Grant Amendment Requests** screen will be displayed, showing all the amendments associated with the award



Grant Amendment Requests

A summary of your amendment requests is provided below. To update, delete or view a request, click the appropriate link under the Action column.

New Mexico Border Patrol, Award Number: EMW-2010-BZ-00228-S01

Program:	Buffer Zone Protection Program	Approved Total Cost:	\$919,919.00	Year:	2010
Federal Share:	\$919,919.00	Project Period of Performance:	01/21/2011 - 01/21/2013	Applicant Share:	\$,00

View: [Application Details](#) | [Award Details](#) | [Award Package](#)

Total Number of Records: 1
 Display: 10

Amendment Number	Date Submitted	Old Federal Share(\$)	New Federal Share(\$)	Amendment Type	Status	Action
001		919,919.00	N/A	Cost Change Period Of Performance Change	Pending Submission	Update Delete

Export:

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- 5 Click the [Update](#) link corresponding to the amendment with the status of Pending Submission or Released
 - ▶ The **Create/Update Amendment Requests** screen will be displayed, allowing you to review and update the amendment request
- 6 Modify the amendment request and if necessary modify the appropriate section of the application as well by clicking the *Modify Award* button on the screen.
- 7 Once you updated the amendment, click the *Save and Continue* button on the screen
 - ▶ The **Grantee Amendment Request** screen will be re-displayed listing the amendment you just updated with the status of Pending Submission or Released

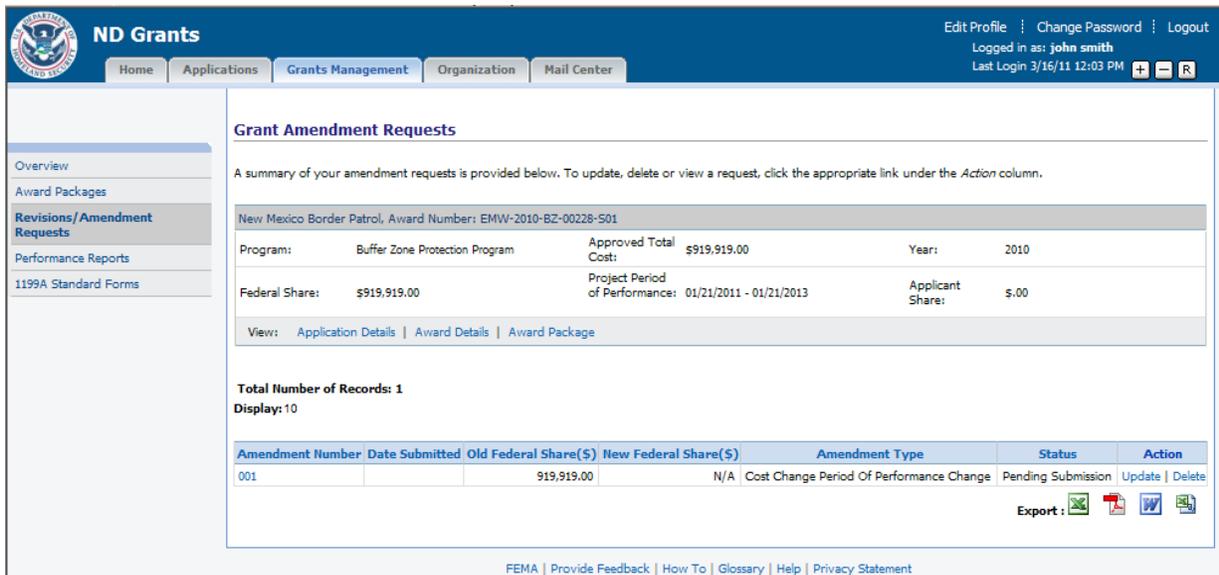
MODULE 4: LESSON 7: DELETING AMENDMENTS

- 1 To delete amendments click on the **Grants Management** tab
- 2 Click the [Revisions/Amendment Requests](#) left hand menu link
 - ▶ The **Grantee Amendment Request** screen will be displayed, listing all awards



NOTE: You can only delete amendments with the status of Pending Submission or Released.

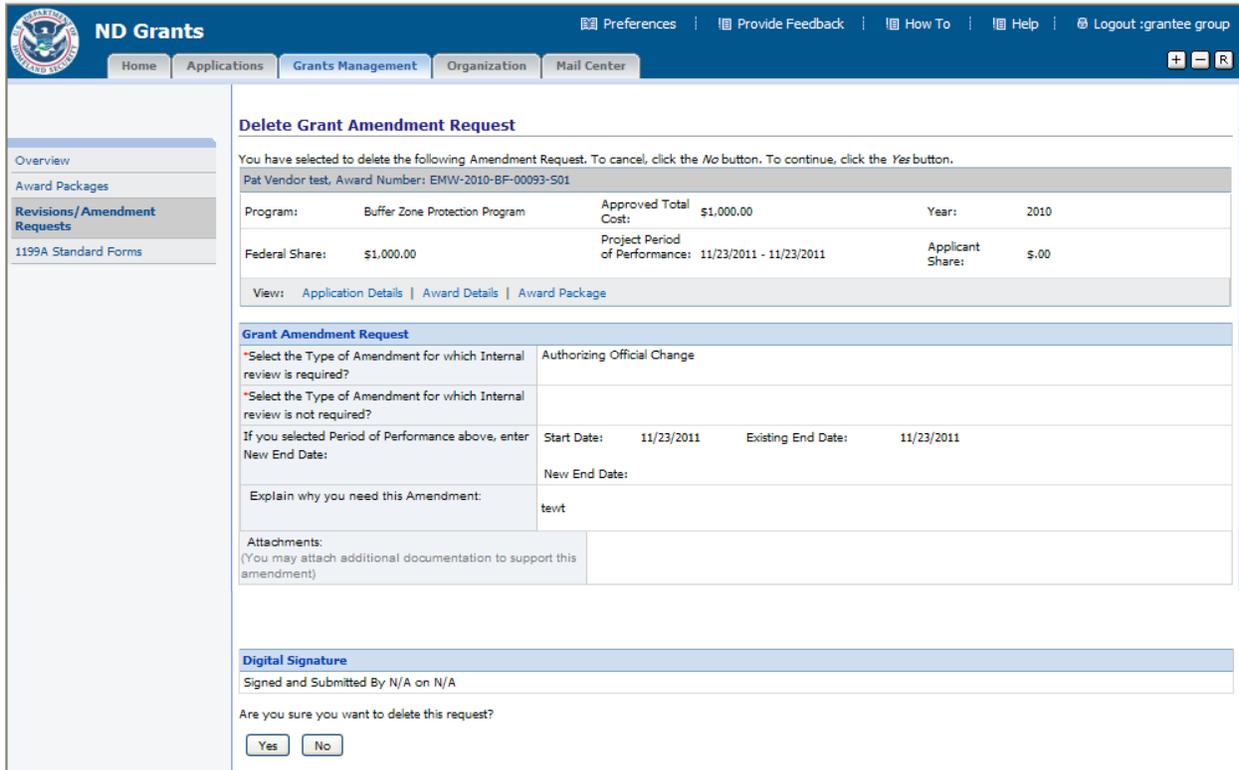
- 3 Click the [View Amendments](#) link corresponding to the award you would like to delete
 - ▶ The **Grant Amendment Requests** screen will be displayed, showing all the amendments associated with the award



The screenshot shows the 'ND Grants' application interface. The top navigation bar includes 'Home', 'Applications', 'Grants Management', 'Organization', and 'Mail Center'. The user is logged in as 'john smith' with a last login time of 3/16/11 12:03 PM. The main content area is titled 'Grant Amendment Requests' and provides a summary of amendment requests. A specific request for 'New Mexico Border Patrol' is highlighted, showing details such as Program (Buffer Zone Protection Program), Approved Total Cost (\$919,919.00), Year (2010), Federal Share (\$919,919.00), Project Period of Performance (01/21/2011 - 01/21/2013), and Applicant Share (\$0.00). Below this, there is a table with one record for Amendment Number 001, showing a 'Cost Change Period Of Performance Change' with a status of 'Pending Submission'. The table includes columns for Amendment Number, Date Submitted, Old Federal Share(\$), New Federal Share(\$), Amendment Type, Status, and Action. At the bottom of the table, there are 'Export' and 'Print' icons.

- 4 Click the [Delete](#) link corresponding to the amendment with the status of Pending Submission or Released

► The **Delete Grant Amendment Request** screen will be displayed



Delete Grant Amendment Request

You have selected to delete the following Amendment Request. To cancel, click the *No* button. To continue, click the *Yes* button.

Pat Vendor test, Award Number: EMW-2010-BF-00093-S01

Program:	Buffer Zone Protection Program	Approved Total Cost:	\$1,000.00	Year:	2010
Federal Share:	\$1,000.00	Project Period of Performance:	11/23/2011 - 11/23/2011	Applicant Share:	\$.00

View: [Application Details](#) | [Award Details](#) | [Award Package](#)

Grant Amendment Request

*Select the Type of Amendment for which Internal review is required? Authorizing Official Change

*Select the Type of Amendment for which Internal review is not required?

If you selected Period of Performance above, enter New End Date: Start Date: 11/23/2011 Existing End Date: 11/23/2011 New End Date:

Explain why you need this Amendment: tewt

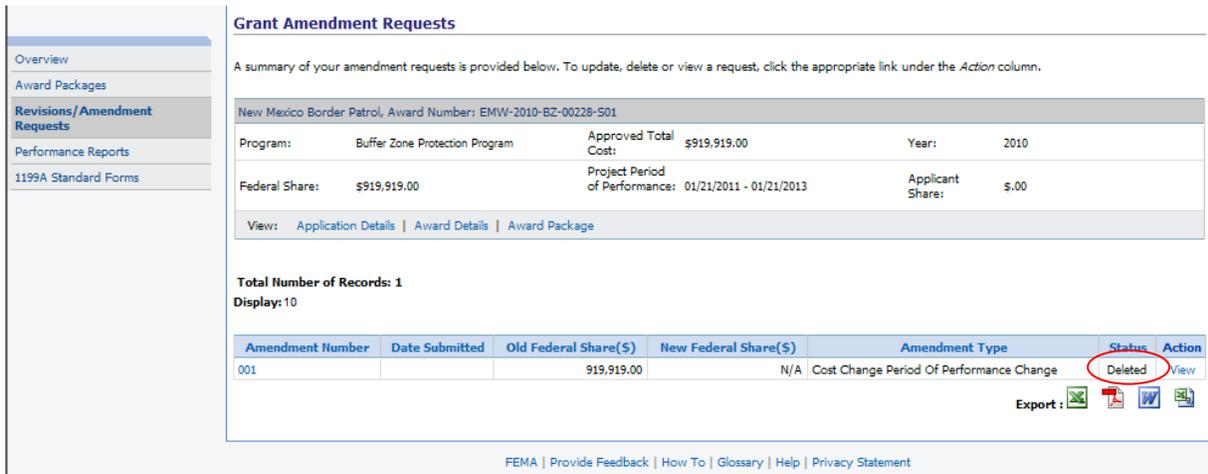
Attachments: (You may attach additional documentation to support this amendment)

Digital Signature
Signed and Submitted By N/A on N/A

Are you sure you want to delete this request?

5 Click the Yes button on the bottom of the page

► The **Grant Amendment Request** screen will be re-displayed, listing the amendment with the status of Deleted



Grant Amendment Requests

A summary of your amendment requests is provided below. To update, delete or view a request, click the appropriate link under the *Action* column.

New Mexico Border Patrol, Award Number: EMW-2010-BZ-00228-S01

Program:	Buffer Zone Protection Program	Approved Total Cost:	\$919,919.00	Year:	2010
Federal Share:	\$919,919.00	Project Period of Performance:	01/21/2011 - 01/21/2013	Applicant Share:	\$.00

View: [Application Details](#) | [Award Details](#) | [Award Package](#)

Total Number of Records: 1
Display: 10

Amendment Number	Date Submitted	Old Federal Share(\$)	New Federal Share(\$)	Amendment Type	Status	Action
001		919,919.00	N/A	Cost Change Period Of Performance Change	Deleted	View

Export:    

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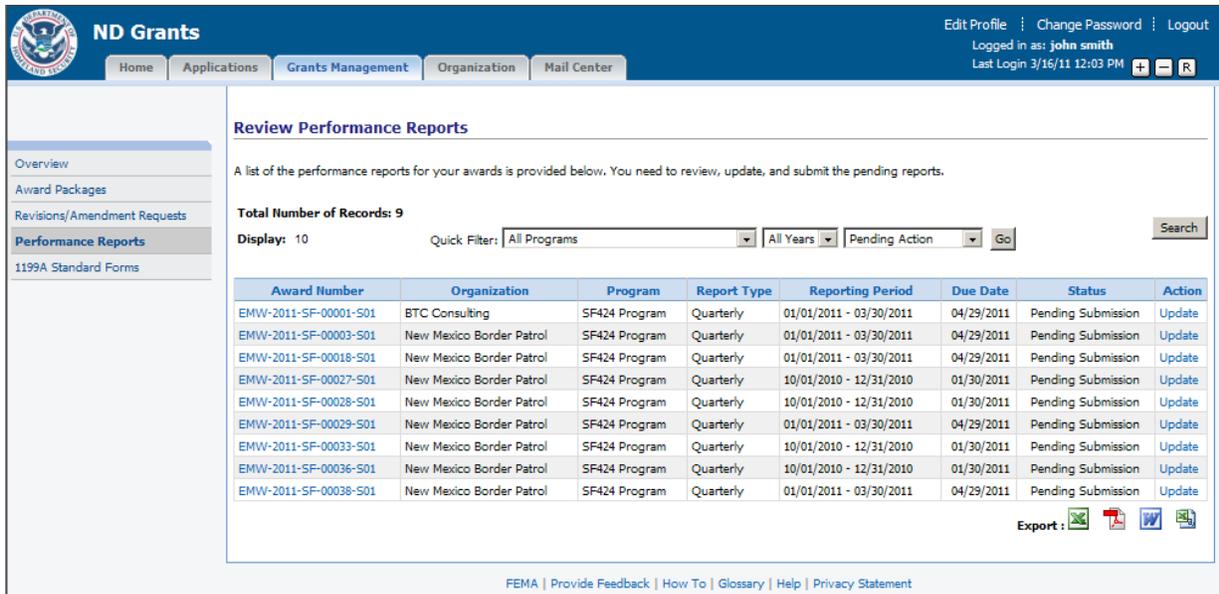
MODULE 4: LESSON 8: VIEWING PERFORMANCE REPORTS

Once you accept an Award Package, the required performance reports will be displayed for you to use for reporting. For each required report, you will be able to upload the report document, enter your comments and submit it to FEMA for review.

The performance reports will only be viewable on the first day of the reporting start date and can be submitted as early as the first day after the reporting end date. The performance reports will be due 30 calendar days after the reporting end date.

The reporting frequency can vary, depending on the grant program from Annual Calendar, Annual Fiscal, Semi-Annual, Quarterly and None. You will be required to submit a Final Report that covers the period between your last reporting end date until the project end date.

- 1 Under the **Grants Management** tab, click the **Performance Reports** left hand menu link
 - ▶ The **Review Performance Reports** screen will be displayed, showing all the performance reports pending action, which will include reports with a status of Pending Submission or Released



ND Grants | Edit Profile | Change Password | Logout
 Logged in as: john smith
 Last Login 3/16/11 12:03 PM

Home | Applications | **Grants Management** | Organization | Mail Center

Review Performance Reports

A list of the performance reports for your awards is provided below. You need to review, update, and submit the pending reports.

Total Number of Records: 9

Display: 10 Quick Filter: All Programs All Years Pending Action Go Search

Award Number	Organization	Program	Report Type	Reporting Period	Due Date	Status	Action
EMW-2011-SF-00001-S01	BTC Consulting	SF424 Program	Quarterly	01/01/2011 - 03/30/2011	04/29/2011	Pending Submission	Update
EMW-2011-SF-00003-S01	New Mexico Border Patrol	SF424 Program	Quarterly	01/01/2011 - 03/30/2011	04/29/2011	Pending Submission	Update
EMW-2011-SF-00018-S01	New Mexico Border Patrol	SF424 Program	Quarterly	01/01/2011 - 03/30/2011	04/29/2011	Pending Submission	Update
EMW-2011-SF-00027-S01	New Mexico Border Patrol	SF424 Program	Quarterly	10/01/2010 - 12/31/2010	01/30/2011	Pending Submission	Update
EMW-2011-SF-00028-S01	New Mexico Border Patrol	SF424 Program	Quarterly	10/01/2010 - 12/31/2010	01/30/2011	Pending Submission	Update
EMW-2011-SF-00029-S01	New Mexico Border Patrol	SF424 Program	Quarterly	01/01/2011 - 03/30/2011	04/29/2011	Pending Submission	Update
EMW-2011-SF-00033-S01	New Mexico Border Patrol	SF424 Program	Quarterly	10/01/2010 - 12/31/2010	01/30/2011	Pending Submission	Update
EMW-2011-SF-00036-S01	New Mexico Border Patrol	SF424 Program	Quarterly	10/01/2010 - 12/31/2010	01/30/2011	Pending Submission	Update
EMW-2011-SF-00038-S01	New Mexico Border Patrol	SF424 Program	Quarterly	01/01/2011 - 03/30/2011	04/29/2011	Pending Submission	Update

Export:    

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NOTE: On the reporting start date, a performance report with a status of Pending Submission will be displayed on this screen for the grantee to update. Reports will not be shown on this screen until the reporting start date occurs.

- 2 Click the [View](#) link for the corresponding award
 - ▶ The **View Performance Report** screen will be displayed, showing the performance report that was submitted in a read-only format

View Performance Report

The details of the performance report are displayed below.

Southern Organization : EMW-2010-RA-APP-00063					
Name (Email):	grantee group(ndgrants-qa@reisis.com)	Address:	999 Test St	Fed. Share Ratio:	100.00%
Phone / Fax:	(303) 123-5594/(303) 111-2222	City, State, Zip:	Seattle, WA 12345	Total Cost:	\$20,000.00
EIN:	19-2837465	Program:	Transit Security Grant Program	Applicant Share:	\$.00
Population:		Panel Score:		Federal Share:	\$20,000.00
View: Award Package Comments History Panel Summary Application Details					
Performance Report					
Report Type:	Quarterly				
Reporting Start Date:	04/01/2010				
Reporting End Date:	06/30/2010				
Report Due Date:	07/30/2010				
Attachments:	Q1 Central BZZP Performance Report.doc				
Comments:	This is our Quarter 1 Performance Report.				
Report History					
Action	Action Date	Action By	Comments	Attachments	
Submitted	05/02/2010	Grantee Group3	This is our Q1 report	Q1 Report.doc	
Released	05/10/2010	Program Manager	Please update this report.		
Submitted	05/15/2010	Grantee Group3	This is our Quarter 1 Performance Report.	Q1 Central BZZP Performance Report.doc	
Review Additional Performance Reports					



NOTE: The Report History section will contain a record for each time the report was submitted by the Grantee and released by the Program Manager.

MODULE 4: LESSON 9: UPDATING AND SUBMITTING PERFORMANCE REPORTS

Once the reporting period begins, you will be able to update the performance report displayed on the **Review Performance Reports** screen.

- 1 Under the **Grants Management** tab, click the **Performance Reports** left hand menu link
 - ▶ The **Review Performance Reports** screen will be displayed, showing all the performance reports with a status of Pending Submission or Released
- 2 Click the **Update** link next to the corresponding award number
 - ▶ The **Update Performance Report** screen will be displayed

Update Performance Report

Please enter the following information and click the appropriate button below.

Note: Fields marked with an * are required.

Southern Organization : EMW-2010-RA-APP-00063			
Name (Email):	grantee group(ndgrants-qa@reisys.com)	Address:	999 Test St
Phone / Fax:	(303) 123-5594/(303) 111-2222	City, State, Zip:	Seattle, WA 12345
EIN:	19-2837465	Program:	Transit Security Grant Program
Population:		Panel Score:	
		Fed. Share Ratio:	100.00%
		Total Cost:	\$20,000.00
		Applicant Share:	\$.00
		Federal Share:	\$20,000.00

View: [Award Package](#) | [Comments History](#) | [Panel Summary](#) | [Application Details](#)

Performance Report	
Report Type:	Quarterly
Reporting Start Date:	04/01/2010
Reporting End Date:	06/30/2010
Report Due Date:	07/30/2010
* Attachments:	<input type="button" value="Add Attachments"/>
Comments:	<div style="border: 1px solid gray; height: 100px;"></div>

- 3 Upload your performance as an attachment by clicking the **Add Attachments** button
- 4 Enter any comments under the Comments text box, then click the **Submit** button
 - ▶ The **Performance Report Submission Confirmation** screen will be displayed, showing the details of the **Update Performance Report** screen in a read-only format



NOTE: If you upload your performance report during the reporting period, you will not be able to Submit the report, but you will be able to Save your work by clicking the Save button; the Submit button will only appear after the reporting end date.

MODULE 4: SUMMARY

After completing this module, you should be able to review an award that was granted and accept or decline the award as well as view each section of the Award Package. In addition, you should know the process for submitting an SF-1199A Direct Deposit Form to FEMA, how to create an amendment to update your award package, and how to view and submit a performance report.

MODULE 5: MAIL CENTER
MODULE 5: OVERVIEW

The Mail Center allows Grantees to view previous emails and to send new emails. When using the ND Grants Mail Center, you can only send emails directly to the DHS/FEMA Help desk. To send an application to an outside user you must copy ("CC") the users. To access the Mail Center, click the **Mail Center** tab at the top of the screen.

MODULE 5: OBJECTIVE

At the end of this module, you will be able to:

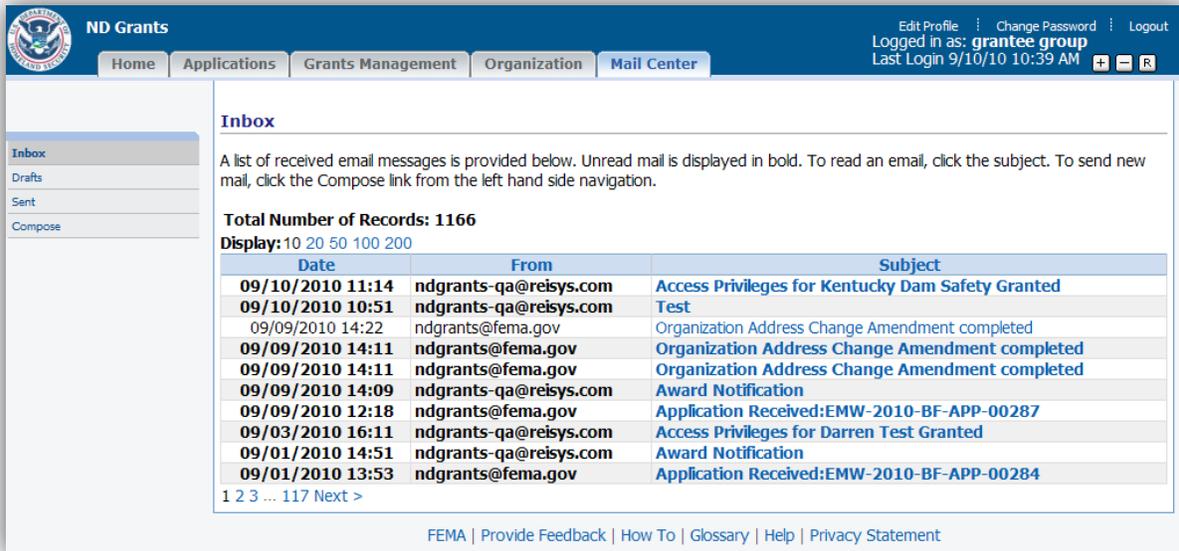
- Review received mail
- Compose email (contact Help Desk)
- Review email saved as drafts

MODULE 5: LESSON 1: VIEWING RECEIVED MAIL


NOTE: Emails are sent to grantees at various stages of the grant cycle. These emails are usually sent by the system, or due to actions taken by FEMA reviewers.

You will receive all emails sent by a FEMA user, which relate to applications where you are listed as the Primary Contact. You can also receive these emails if you are on the CC List.

- 1 Click the **Inbox** left hand menu link
 - ▶ Your **Inbox** screen will be displayed. The screen lists all your incoming emails.



The screenshot shows the ND Grants Mail Center interface. The top navigation bar includes 'Home', 'Applications', 'Grants Management', 'Organization', and 'Mail Center'. The user is logged in as 'grantee group' and the last login was on 9/10/10 at 10:39 AM. The left sidebar shows the 'Inbox' menu selected. The main content area displays the 'Inbox' with a list of received email messages. The list includes columns for Date, From, and Subject. The first two rows are bolded, indicating unread mail. The total number of records is 1166, and the display shows 10 records per page.

Date	From	Subject
09/10/2010 11:14	ndgrants-qa@reisys.com	Access Privileges for Kentucky Dam Safety Granted
09/10/2010 10:51	ndgrants-qa@reisys.com	Test
09/09/2010 14:22	ndgrants@fema.gov	Organization Address Change Amendment completed
09/09/2010 14:11	ndgrants@fema.gov	Organization Address Change Amendment completed
09/09/2010 14:11	ndgrants@fema.gov	Organization Address Change Amendment completed
09/09/2010 14:09	ndgrants-qa@reisys.com	Award Notification
09/09/2010 12:18	ndgrants@fema.gov	Application Received:EMW-2010-BF-APP-00287
09/03/2010 16:11	ndgrants-qa@reisys.com	Access Privileges for Darren Test Granted
09/01/2010 14:51	ndgrants-qa@reisys.com	Award Notification
09/01/2010 13:53	ndgrants@fema.gov	Application Received:EMW-2010-BF-APP-00284

1 2 3 ... 117 Next >

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NOTE: The [Subject](#) link will appear in **bold** font for unread mail.

- 2 Click on a [Subject](#) link to review the email
 - ▶ The email will be displayed on the **View Message** screen
- 3 Click the:
 - *Reply* button to reply to the email
 - *Next Message* button to read the next email message in the Inbox
 - *Previous Message* button to go back to the previous email message in the Inbox
 - *Go Back* button to return to the Inbox

MODULE 5: LESSON 2: COMPOSING AN EMAIL (CONTACTING THE HELP DESK)

- 1 Click the [Compose](#) left hand menu link
 - ▶ The **Compose Message** screen will be displayed



NOTE: The Contact under the “*To*” field is automatically set for the FEMA Help Desk.

- 2 Select the organization on whose behalf you are sending the email. (This is particularly important in case you belong to more than one organization.)
- 3 Enter the subject of your email in the Subject box, then enter the text of the email message in the Message Body box
- 4 Click the *Select Contacts* button to select contacts to receive a copy of the email
 - ▶ The **Manage Contacts** screen will be displayed. The screen lists contacts for the organizations to which you belong.


ND Grants

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Home Applications Grants Management Organization Mail Center
+ - R

Inbox

Drafts

Sent

Compose

Manage Contacts

A list of contacts for your organization is provided below. To update or delete a contact, click the appropriate link under the *Action* column. To add a new contact, click the *Add Contact* button.

Total Number of Records: 23
Display: 10 20 50

Select	Name	Title	Email	Business Phone	System User	Status
<input type="checkbox"/>	john smith	Ms	bnwugwo@femaeadis.com	(703) 555-5555	Yes	Active
<input type="checkbox"/>	Jane DeWitt	Mrs	ndgrants@reisis.com	(527) 340-0000	No	Active
<input type="checkbox"/>	Joe Plumber	Mr.	ndgrants@reisis.com	(555) 444-5500	No	Active
<input type="checkbox"/>	John Doe	Mr.	dseager@femaeadis.com	(888) 726-5243	No	Active
<input type="checkbox"/>	Arnold Schwarzenegger	Signing Authority	training@xyz.gov	(202) 555-1234	No	Active
<input type="checkbox"/>	Laura Ingles	Administrator	Laura.Ingles@test.com	(654) 654-9870	No	Active
<input type="checkbox"/>	a smith	ms	user@yahoo.com	(000) 000-0000	No	Active
<input type="checkbox"/>	Mariano Rivera	Closer	cutter@ruthbuilt.com	(212) 442-4245	No	Active
<input type="checkbox"/>	Donald Duck	Treasurer	65745@terdy.com	(777) 777-7777	No	Active
<input type="checkbox"/>	Leslie Power	Governor	governor@wa.gov	(505) 555-1234	No	Active

1 2 3 Next >

OracleJSP: An error occurred. Consult your application/system administrator for support. Programmers should consider setting the init-param debug_mode to "true" to see the complete exception message.

Export :    

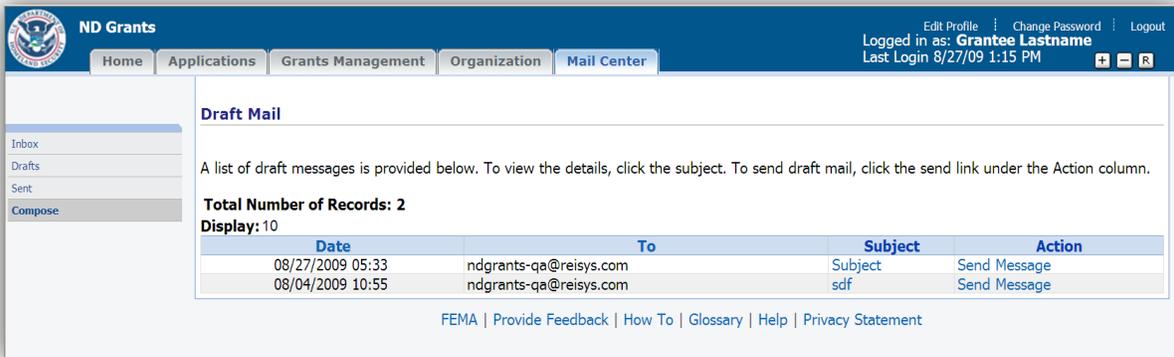


NOTE: You may remove any listed CC: Contact by clicking the **Remove** link next to it.

- 5 Select any of the listed Contacts and click the *Select Contacts* button.
 - ▶ You will be returned to the **Compose Message** screen. The CC: Contacts section will list the contacts you selected
- 6 Click the *Send Message* button to send the email
 - ▶ The **View Message** screen will be displayed to confirm that the email was sent



NOTE: You can also click the *Save As Draft* button to save a copy of the email in the email drafts list. The **Draft Mail** screen will then be displayed, listing all emails you saved as drafts.



The screenshot shows the 'Draft Mail' screen in the ND Grants system. The page title is 'Draft Mail'. Below the title, there is a message: 'A list of draft messages is provided below. To view the details, click the subject. To send draft mail, click the send link under the Action column.' Below this message, it says 'Total Number of Records: 2' and 'Display: 10'. A table lists two draft messages:

Date	To	Subject	Action
08/27/2009 05:33	ndgrants-qa@reisis.com	Subject	Send Message
08/04/2009 10:55	ndgrants-qa@reisis.com	sdf	Send Message

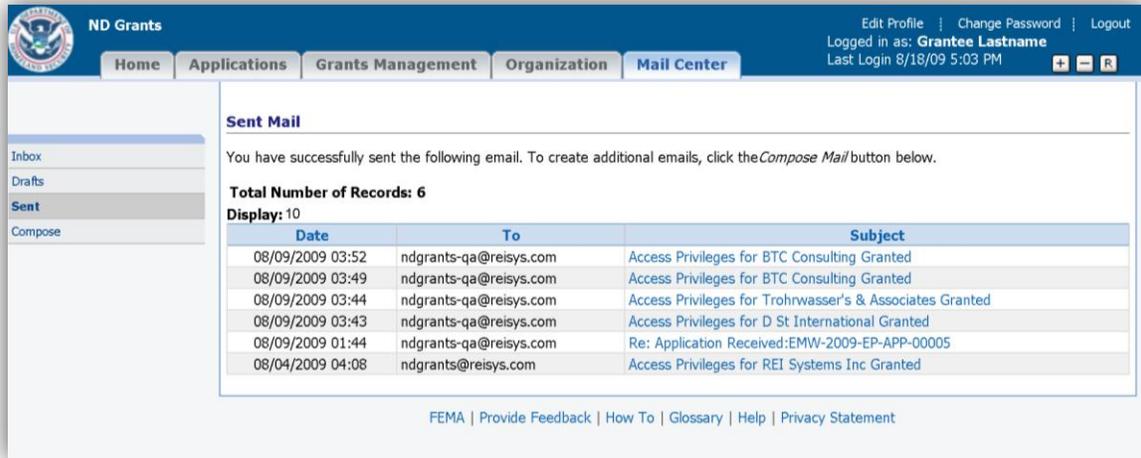
At the bottom of the page, there are links: FEMA | Provide Feedback | How To | Glossary | Help | Privacy Statement.

MODULE 5: LESSON 3: REVIEWING EMAILS SAVED AS DRAFTS

- 1 The Drafts folder contains emails that were composed and saved, but *not* sent
- 2 Click the **Drafts** left hand menu link
 - ▶ The **Draft Mail** screen will be displayed, listing all the mails that you saved as drafts, when composing the emails
- 3 Click the:
 - **Send Message** link to immediately send the draft email, without reviewing it
 - **Subject** link to review the corresponding email draft before sending the email

MODULE 5: LESSON 4: REVIEWING EMAILS PREVIOUSLY SENT BY YOU

- 1 Click the **Sent** left hand menu link
 - ▶ The **Sent Mail** screen will be displayed, listing all the emails you have sent



The screenshot shows the 'ND Grants' Mail Center interface. The top navigation bar includes 'Home', 'Applications', 'Grants Management', 'Organization', and 'Mail Center'. The user is logged in as 'Grantee Lastname' and the last login was on 8/18/09 at 5:03 PM. The 'Sent Mail' section displays a message: 'You have successfully sent the following email. To create additional emails, click the *Compose Mail* button below.' Below this, it shows 'Total Number of Records: 6' and 'Display: 10'. A table lists the sent emails with columns for Date, To, and Subject.

Date	To	Subject
08/09/2009 03:52	ndgrants-qa@reisis.com	Access Privileges for BTC Consulting Granted
08/09/2009 03:49	ndgrants-qa@reisis.com	Access Privileges for BTC Consulting Granted
08/09/2009 03:44	ndgrants-qa@reisis.com	Access Privileges for Trohrwasser's & Associates Granted
08/09/2009 03:43	ndgrants-qa@reisis.com	Access Privileges for D St International Granted
08/09/2009 01:44	ndgrants-qa@reisis.com	Re: Application Received:EMW-2009-EP-APP-00005
08/04/2009 04:08	ndgrants@reisis.com	Access Privileges for REI Systems Inc Granted

At the bottom of the interface, there are links for 'FEMA | Provide Feedback | How To | Glossary | Help | Privacy Statement'.

- 2 Click the [Subject](#) link to review the corresponding email
 - ▶ The corresponding email will be displayed
- 3 Click the:
 - *Resend* button to resend the email message
 - *Next Message* button to read the next email message under *Sent Mail*
 - *Previous Message* button to go back to the previous email message under *Sent Mail*
 - *Go Back* button to return to the *Sent Mail* list

MODULE 5: SUMMARY

After completing this module, you should be able to view emails you received, review emails previously sent by you, compose and send emails, save emails as drafts, retrieve draft emails and send draft emails.